YUKI CHEN

Cell. (973) 666-4915   *   Email: yukichen918@gmail.com   *   Portfolio:

EDUCATION *

Carnegie Mellon University   *Pittsburgh, PA*

Bachelor of Science in Business Administration   *May 2025*

Intended Additional Major in Human Computer Interaction (HCI)

Relevant Coursework: *Mobile Web Design & Development, Principles of Computing,*

Technology High School   *Newark, NJ*

High School Diploma, Valedictorian   *June 2021*

EXPERIENCE *

Metropolitan Golf Association - Forest Hill Field Club   *Bloomfield, NJ*

Hospitality Intern   *June 2021 - August 2021*

- Performed tasks of a concierge and assisted administration with inventory, organization, and membership documents
- Managed large catering events: kitchen activities, waitressing, and bussing

Metropolitan Golf Association - Hendricks Field Golf Club   *Belleville, NJ*

Customer Service Intern   *June 2019 - August 2019*

- Set up new membership system: recorded member information online, registered new members, filed member documents in alphabetical order
- Greeted members, answered calls, and arranged tee times for golfers

The Chad School Foundation - Newark Community Innovation Labs   *Newark, NJ*

Policy Project Researcher   *Oct. 2018 - Feb. 2019*

- Proposed a law-based education system for immigrants of all ages, arranged interviews with locals and an ICE agent, and presented solutions to stakeholders, investors, and fellow colleagues

ACTIVITIES & HONORS *

NOCTI SkillBadge | 3475 Pre-Engineering/Engineering Technology   *March 2021*

- Qualified for NOCTI Knowledge-Based Workforce Competency Credential SkillBadge and College Credit Recommendation SkillBadge

Prudential Actuarial Career Exploration | 1st Place   *Feb. 2020*

- Placed 1st by analyzing three financial case studies and proposed solutions to fulfill the client's request

Autodesk Inventor Certified User   *Jan. 2020*

- Assessed on software skills and competency with Autodesk Inventor: sharing 2D sketches, creating parts, animating assemblies, creating presentations and drawings, etc.

SKILLS *

Fluent in Mandarin Chinese, Proficient in Microsoft Office Suite, Experience with R, HTML, CSS, JavaScript, Bootstrap, Python, and Figma