

Wen Jing Jiang

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WORK EXPERIENCE

State University of New York at Geneseo Institutional Research, *Student Data Specialist* – Geneseo, NY
October 2020 – May 2022

- Entered data, checked numbers, and organized excel sheets to certify little to no errors
- Provided institutional data for national college surveys such as Peterson's and Princeton Review
- Compiled sheets from online databases and consolidate relevant data in excel files
- Utilized R for data cleaning and created dashboards using PowerBI

Shuang Wen Academy Network, *Office Assistant* – New York, NY June 2021 – August 2021

- Assisted in preparing paperwork for summer camp permit and setting up summer camp
- Provided information for registration in the summer, preschool, and after school programs
- Printed checks for bill payments and deposited checks weekly for tuition payments
- Rearranged storage closet and implemented a new inventory system
- Illustrated Chinese picture books for the preschool curriculum

Let's Get Ready, *Site Director* – New York, NY May 2019 – August 2019

- Managed a \$2,500 budget for the college preparatory program and maintain records of all purchases
- Designed effective incentives to ensure student and coach retention
- Directly supervised and evaluated volunteer Coaches in lesson plan preparation and execution
- Responsible for ensuring all program data is up to date, including student and coach enrollment paperwork, attendance, student diagnostic exam scores, and coach classroom evaluations on Salesforce

Hotpot TV, *Marketing Intern* – Brooklyn, NY July 2019 – August 2019

- Published 3-5 articles in the News section daily through Contently
- Scheduled about 10 Facebook posts and ads daily through Naytev
- Managed posts on social media platforms including Instagram, Twitter, and Facebook

CLUBS

Korean American Student Association, *ACE Representative, Treasurer* September 2017 – May 2022

- Build an understanding of Korean culture, including language, customs, traditions, and food
- Represent the club at weekly ACE meetings to discuss events and funding of all cultural groups on campus
- Complete purchase orders and check requests as well as budget increases for events
- Planned and proposed the club budget for next school year to the Student Association
- Perform and teach 2 dances for Korean Night each year and attend weekly dance practices

Japanese Culture Club, *Member* January 2018 – May 2022

- Gain knowledge about Japanese superstitions, language, holidays, traditions, and much more
- Discuss heavy topics such as mental health, racism, intersectionality, cultural backgrounds, and identity

Alpha Phi Omega, *Brother* – Geneseo, NY February 2018 – May 2022

- Placed 4th on Service Leaderboard by doing over 70 hours (Spring 2019)
- Helped the community through various service projects
- Crocheted poppies for veterans to prepare 5,000 poppies for the 100th Anniversary of Veterans Day 2019

EDUCATION

State University of New York at Geneseo – Geneseo, NY

Bachelor's Degree of Science in Individual Studies (Computational Biostatistics), August 2022

- Major GPA: 3.01, Dean's List (Fall 2017)
- Multicultural Fellows Scholarship (Geneseo, August 2017 – May 2021)

SKILLS

COMPUTER: MATLAB, R, Maple, PowerBI, Tableau, Python, Microsoft Suite and Google Equivalence

LANGUAGES: Chinese Mandarin and Taishanese (Fluent), Chinese Cantonese (Conversational), Traditional and Simplified Chinese (Written)