

Xing Huang

Brooklyn, NY | xing.huang1096@gmail.com | (646) 236-3611

Education:

May 2018

The City College of New York

Bachelors of Engineering, Chemical Engineering

GPA: 3.0

- NYC Council Merit Scholarship
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Skills:

- Excellent time management and organizational skills
 - Proficient with Microsoft Window, Microsoft Office
 - Interpersonal skills
 - Student leadership
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Job History:

08/16-01/17

Student Ombudsperson Office-CCNY—New York, NY

Deputy Ombudsperson

- To represent the Student Ombudsperson on any committees and organizations
- To perform duties as directed by the Student Ombudsperson
- To act as both an investigator and an advocate for the Office of the Student Ombudsperson

10/16-12/16

Grove School of Engineering Mechanical Engineering Department-CCNY—New York, NY

Office Assistant

- Create and file paperwork into specific folders
- Answer and make phone calls to other departments within the CCNY campus
- Aid faculty, staff, and students with questions and requests

06/16-08/16

West Side Y (YMCA) — New York, NY

Summer Kinder Camp Counselor

- Monitored and interacted with the children throughout their daily activities
- Assisted the swim instructor in teaching swimming to the children on swim days
- Provided necessary medical protocol and first aid when injuries occur

10/15-12/15

Office of Student Life & Leadership Development-CCNY — New York, NY

Location Manager

- Checked and collected Student Identification Card to access the facility
- Provided friendly and expedited service to students in person and through telephone
- Maintained a clean and orderly space for students

06/15- 08/15

Three Eighty One Inc. — Bronx, NY

Research Intern, Intern

- Conduct found and empirical research based on assignments given by supervisor
- Collect information given search parameters of virtual reality and distance learning
- Generate a report that will be shared with the supervisor and the action committee

02/14-06/14

Maimonides Medical Center—Brooklyn, NY

Data Analyst Assistant, Intern, Human Resource Department

- Follow protocols in drafting and properly terminating sensitive documents
 - Compile and issue newcomer benefit packets
 - Properly secure employee information in folders
 - Xerox and provide requested documents for management in a timely manner
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Activities and Leadership Experience:

09/16-Present **Korean Entertainment Association**, Member

08/15- 05/16 **TWMNBN Harry Potter Fan Club**, Treasurer