

Stephanie M. Cheng

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA
Bachelor of Business Administration, Graduation: December 2016
MAJOR: Management Information Systems

SELECTED COURSES:

Enterprise IT Architecture, Data Analytics, Digital Design and Innovation, Data-Centric Application Development

ACTIVITIES AND AWARDS:

- Member, Alpha Kappa Psi Co-Ed Business Fraternity, FALL 2012 – present

INFORMATION SYSTEMS PROJECTS:

- Collaborated with the marketing team at NanoMatriX using raw data to create data graphic with Tableau to present better graphic of information at future exhibitions.

INFORMATION TECHNOLOGY SKILLS:

Analysis: Visio, SAS
Web Development: HTML, Fundamental PHP
Database Management: SQL, PL/SQL

EXPERIENCE: NanoMatriX, Hong Kong, HK December 2015 – January 2016

IS Analyst Intern

- Researched, analyzed data for mitigating security fraud problems to create graphical information using Tableau to put together infographic presentations.
- Redesigned the user interface for TrackMatriX state of the art track and trace system to better securing product.

AFC Sushi, Huntington Valley, PA November 2014 – May 2015

Operations Manager, Sushi Chief

- Organized monthly financial records and inventory.
- Handled all the franchisee business documents by communicating with the headquarter with monthly updates through emails/mail.

LA Fitness, Philadelphia, PA October 2014 – August 2015

Customer Service Representative

- Greeted Approximately 300 incoming/outgoing customer on a daily basis.
- Responded to incoming phone calls and conducted outreach calls to get past members on good standings
- Answered approximately 50 customers' questions regarding account information; schedule appointments to meet their needs.

SKILLS & LANGUAGES:

- Chinese (Cantonese) – Fluent
- Moderate in Microsoft Words, Excel, Power Point and One Note
- Proficient in personal computer use (Windows, OS)