

Kevin Zheng

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Huntingdon Valley | PA | 19006 | 215-433-0225

EDUCATION

Temple University – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: May 2024

Major: Management Information Systems | **GPA:** 3.4

Selected Courses: Financial Accounting, Macroeconomics, Microeconomics, Development & Globalization

EXPERIENCE

LYRIC & COMPANY, Philadelphia, PA

July 2022 – Present

Business Analyst

- Assess business development for company's management servicing small businesses in Philadelphia
- Draft end of the week reports for senior management on business analytics and growth
- Support senior staff with client engagements and ongoing research of respective markets

TEMPLE UNIVERSITY CAMPUS RECREATION, Philadelphia, PA

September 2021 – Present

Sports Club Supervisor

- Facilitate sports clubs activities for over 30 patrons at a 15,000 sq ft on-campus recreation center
- Manage 1-3 roster checks and communicate with director about clubs' contentment
- Communicate with club members about safety and maintenance of club facilities

PHILADELPHIA CHINATOWN DEVELOPMENT CORPORATION, Philadelphia, PA

July 2020 – August 2020

Digital Content Intern

- Devised media content for the company's newsletter for over 2K+ people in Chinatown, Philadelphia
- Coordinated a brochure and newsletter design using Google Doc to create content about Chinatown's development
- Collaborated with 4 interns to edit and review newsletter content to be posted on Facebook, Instagram, etc.

ASIAN AMERICANS UNITED, Philadelphia, PA

June 2019 – August 2019

Instructor

- Facilitated athletic and educational activities for a summer camp servicing 30 children of ages 10-15
- Drafted 5-10 activities for adolescents with substantial analysis of children's well-being
- Organized pre-classroom plans for sports; communicated with supervisor of daily activities

ACTIVITIES

Member, Association for Computing Machinery

May 2022 – Present

Member, Temple Formula Racing

May 2022 – Present

Member, Temple University Asian Students Association

February 2022 – Present

Member, Temple University Chess Club

December 2021 – Present

Owner, Sensei Productions

August 2020 – Present

Volunteer, Philadelphia Suns

September 2017 – Present

SKILLS

Software: Microsoft Word, Excel, Outlook, Google Docs, Sheets, Slides, Forms