

Wei Zhang

Philadelphia, PA | wei.azn.zhang@gmail.com

EDUCATION

Temple University - Bachelor of Business Administration

Philadelphia, PA

Major: Management Information Systems | GPA: 3.95

May 2027

WORK EXPERIENCE

Tokio Marine North America Services, LLC.

May 2026 - Present

Incoming Information Technology Intern

Bala Cynwyd, PA

THY Trading, LLC.

March 2023 - March 2026

Business Operations Specialist

Phoenixville, PA

- Directed day-to-day e-commerce operations for a nationwide distributor, managing order fulfillment across various vendors and the company's B2B platform while maintaining on-site inventory.
- Maintained and optimized 1,000+ product listings, monitored analytics, and resolved technical issues to ensure site reliability and a smooth customer experience.
- Oversaw financial operations by reconciling expenses and generating revenue reports to support leadership decision-making.
- Leveraged Salesforce CRM to manage customer data and streamline internal communication across sales and fulfillment teams.

VOLUNTEERING

Take Trips MES, Inc.

October 2025 - January 2026

Technical Support Volunteer

Remote

- Troubleshoot and maintain the organization's digital systems to support its mission of empowering formerly incarcerated youth of color.
- Provide technical support and onboarding assistance for team members using Google Workspace.

TECHNICAL SKILLS

Data & Development: Python, SQL, Tableau, Microsoft Excel, JavaScript, HTML/CSS

Software: Microsoft Office Suite (Word, PowerPoint, Outlook), Salesforce CRM