

# Xue Zhan Huang

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## EDUCATION

**Temple University – Fox School of Business**, Philadelphia, PA

*Bachelor of Business Administration*

Graduation: Fall 2023

**Major:** Management Information Systems | **GPA:** 3.24

**Awards:** Academic Merit Scholarship, Dean's List: Fall 2020

**Selected Courses:** Business Society and Ethics, Cloud Architecture, Introduction to Risk Management, Managerial Accounting, and Operations Management

## ACTIVITIES

- Member, Association for Information Systems August 2022 – Present
- Mentee, Institute for Business and Information Technology September 2022 – Present

## TECHNICAL SKILLS

Software Development: Visual Studio.NET and JavaScript (with exposure to jQuery, Bootstrap, and AJAX)

Web Development: HTML, CSS

Database Management: MySQL, NoSQL

Project Management: Microsoft Office

## EXPERIENCE

SHARETEA, Philadelphia, PA

May 2022 – Present

### *Barista + Cashier*

- Delivered quality customer services to customers while maintaining fast-paced operations and consistent communication with other shift leaders to effectively make customers' drinks and deliver them in a short duration at a local bubble tea store
- Managed a stationary bar station involving the use of cup shakers, blender machines, fructose dispenser machines, creamer dispenser machines, espresso machines, and sealer machines with prior knowledge of knowing to make every individual drink on the menu
- Organized inventory such as resupplying drink powder, brewed teas, ice, creamer, fructose, toppings, jams, straws, cup holders, cup lids, carriers, napkins, and hand-sanitizer
- Operated a kitchen using an electric countertop burner, timer, scale, automatic tea brewer machine, ice maker machine, and other kitchen appliances to cook a variety of toppings and labeled them accordingly to the expected expiration date within their desired containers
- Initiated a sanitary working environment involving disinfecting tables, chairs, bathroom, floors, cash register, topping station, and bar station and regularly taking out the trash to ensure a clean environment that is welcoming for our customers daily

ROTHMAN ORTHOPAEDICS SKATING RINK, Philadelphia, PA

September 2019 – March 2022

### *Seasonal Skate Host + Cashier*

- Provided customer services to 100+ customers on and off skating rink with 9 other employees
- Managed a checkout lane with uses of retail equipment, including a barcode scanner and cash register
- Conducted with safety precaution procedures on COVID-19, including disinfecting benches, skates, skate aids, and a reminder of face covering and hand sanitization
- Initiated in organizing skates accordingly to size and number when putting it back on shelves to help find specific skate sizes for customers
- Monitored customers at all times within skating rink and provide medical supplies for severe injuries
- Led maintenance procedure; extensive use of physical and power equipment to repair and maintain a safe rink environment

***Package Handler + Package Sorter***

- Managed delivery services along with 200+ package handlers and sorters with 1000+ packages to be scanned and confirmed its arrival, condition, weight, and destination
- Structured in arranging packages accordingly to color code, zip code, and area using conveyor belts to transport packages to its destination
- Operated extended loader to help with unloading 1000+ packages in cornerstone order
- Implemented safety guidelines when handling packages to conveyor belts to prevent packages containing hazards and chemicals from being damaged
- Conducted package guidelines when organizing packages to a truckload to secure packages in place and safely transport package to its next warehouse destination