**Hai Cheng**

(123) 456-7899 • [www.linkedin.com/HaiCheng](http://www.linkedin.com/HaiCheng) • hvcheng@umass.edu

**EDUCATION**

**University of Massachusetts Amherst**

**Isenberg School of Management**

*Master of Science in Business Analytics*  Candidate, May 2022

* Cumulative GPA: 3.88
* Relevant coursework: Business Intelligence; Advanced Data Analytics; Business Application Development;

Project Management; Financial & Managerial Accounting; Corporate Finance; Marketing Strategy; Python

*Bachelor of Business Administration in Operations & Information Management* May 2021

* Certificate in *Business Data Analytics*
* Cumulative GPA: 3.79; Dean’s List

**EXPERIENCE**

**Chase Career Center, Isenberg School of Management** Amherst, MA

*Career Peer* September 2019 - May 2021

* Provided insight, tools and resources to students regarding recruiting process and career strategies and tactics to leverage
* Worked directly with students one-on-one on their resumes, career research, interview preparation, career fair preparation, networking skills and LinkedIn profiles to assist fellow them to achieve their employment goals and outcomes
* Served as student liaison between candidates and recruiters, ensuring a productive and valuable interview process for both students and employers

**BOSE Corporation** Framingham, MA

*Business Operations Intern* Summer 2020

* Furthered skills in financial modeling, scenario planning and risk analysis to provide recommendations for improvement
* Created and tracked execution of project timelines and deliverables, delegating effectively and facilitating collaboration among team members
* Successfully led and presented capstone project to Senior Management upon conclusion of program, including an operational analysis as well as recommendations to reduce overhead

**Lexington Recreation**  Lexington, MA

*Tennis Camp Counselor* Summers 2017 - 2019

* Prepared daily lessons and activities for youth, providing safe and enjoyable camp environment for participants
* Mediated conflicts fairly among campers, encouraging communication and increased accountability for actions

**PROFESSIONAL ASSOCIATIONS**

**Operations & Information Management Club** September 2018 - May 2021

*Alumni Relations Chair*

* Served as primary point-of-contact for Isenberg OIM alumni in order to bridge connections between graduates and students
* Organized alumni panels and industry-focused career events to expand knowledge of potential pathways for employment
* Utilized superior interpersonal communication and leadership to create and manage meaningful relationships for members

**Isenberg Women in Business**

*Fundraising Chair* September 2020 - May 2021

*Finance Committee* September 2017 - May 2020

* Raised money by organizing special events, performing outreach for company sponsorship and soliciting charitable donations in support of annual Women of Isenberg Conference
* Attended networking events and corporate functions to increase professional network and learn from successful women leaders in business

**SKILLS**

*Computer*: Proficient in DBMS, SQL, Tableau, Python, R and R Studio, VBA for Excel, MS Advanced Excel with Power BI, Apple Swift, SAP Business Objects Analysis, SAP Predictive Analytics, Supervised & Unsupervised Machine Learning, MS Project, Harvard Business Publishing: Project Management Simulator

Programming Skills with Python: Programming Fundamentals (Iteration, Conditioning, Functions), Libraries (NumPy, Pandas, Matplotlib, Seaborn, Statsmodels, Scikit-learn), Jupyter/Colab Notebooks

*Other*: Storytelling & Visualization, Data Mining, Text Mining

*Language*: Fluent in Mandarin