

# Hai Cheng

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## EDUCATION

### University of Massachusetts Amherst

Amherst, MA

#### Isenberg School of Management

*Bachelor of Business Administration in Operations & Information Management*

*Candidate, May 20XX*

Certificate in *Business Data Analytics*

- Cumulative GPA: 3.88; Dean's List; Chancellor Awards
- *Relevant Coursework*: Business Intelligence & Analytics; Project Management; Python; High Performance Organizations

## EXPERIENCE

### Office of Career Success, Isenberg School of Management

Amherst, MA

*Career Peer*

*September 20XX – Present*

- Provide insight, tools, and resources to students regarding recruiting process and career development strategies
- Guide students in 1:1, 30-minute sessions with resume reviews, career research, interview preparation, career fair preparation, networking, and LinkedIn to help students achieve their desired career goals
- Serve as student liaison and represent career center through the delivery of ~5 career-related presentations in required undergraduate courses to introduce career services and resources

### Ernst & Young, LLP

Ho Chi Minh City, Vietnam

*Data Analytics Intern – Technology Consulting*

*May 20XX – August 20XX*

- Programmed and designed three data entry automation systems in MS Excel and Google Sheets, using Visual Basics Applications (VBA) and Google Apps Script; each automated the input of 40,000 values of clients' financial budget
- Built six dummy datasets using VBA, each with 15,000 values, used in testing for the final product dashboard
- Assigned deadlines for two team members' tasks and monitored delays in completion, suggested updates to deadlines
- Designed six weekly reports and two phase reports in MS PowerPoint detailing the team's activity, proposed timelines, problems faced, and recommended solutions to be presented and submitted to the client's Board of Directors and C-suite

### UMass Dining - Blue Wall, Campus Center

Amherst, MA

*Supervisor*

*December 20XX – May 20XX*

- Supervised 4 cash registers and performed any processes that required higher levels of accuracy and supervisor approval
- Updated food labels daily using electronic credentials and checked for nutritional and allergen accuracy
- Managed inventory counts weekly and communicated recommendations to receiving department for ordering and restock
- Collaborated with team of supervisors and student workers to efficiently create and manage staff schedules, ensuring adequate coverage and seamless operations for popular on-campus dining spot

## LEADERSHIP

### Business Analytics Club

*September 20XX – Present*

*Active Member*

- Connect and network with alumni, participate in case competitions, and attend workshops to build business analytics skills
- Develop professionalism and deeper understanding of trends and challenges related to data-driven business decisions

### Hack(H)er413, Amherst, MA

*August 20XX – Present*

*Head of Outreach*

- Organize 500 contacts of university departments, clubs, and alumni, and maintain relationship with sponsors and supporters
- Write templates, perform speeches, and design flyers and signage to spread awareness about the 2023 hackathon event
- Arrange 11 workshops with scheduling and inviting hosts, and lead team building event for 300+ in-person attendees

### International Business Ethics and Sustainability Case Competition, Virtual

*February 20XX*

*Student Competitor*

- Collaborated with team member to lead 5-person team consulting on the sustainable aquaculture of cephalopods
- Researched and evaluated consumer trends and scientific understanding of octopuses, presented findings using PowerPoint
- Recommended 5-step plan for solving and executing farmed octopus products to simulated Nueva Pescanova's Board

## SKILLS

*Computer*: Advanced in Microsoft Project, Word, PowerPoint & Excel (VBA Coding, Pivot Tables and V-lookups); SQL; Tableau; R; Python; Java

*Technical*: Storytelling & Visualization; Data Mining; Text Mining; Programming Fundamentals (Iteration, Conditioning, Functions)

*Language*: Fluent in Mandarin