

Zhaozhuo(Rhonda) Zheng

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EDUCATION

Columbia University, Teachers College New York, NY

Master of Science in Learning Analytics

September 2019 - December 2020

Cumulative GPA: 4.0/4.0

The Pennsylvania State University, Smeal College of Business State College, PA

August 2015 - December 2018

Bachelor of Science in Accounting

Cumulative GPA: 3.52/4.0

Minor in Supply Chain and Information Sciences Technology

EXPERIENCE

Teachley, LLC

New York, NY

Data Analytics Intern

September 2020 – Present

- Analyzed de-identified learning data from educational technologies and recommended software improvements as well as identified future research efforts.
- Applied skills within learning analytics and data mining

Plate-X Inc.

New York, NY

Marketing Analytics Intern

June 2020 – August 2020

- Performed market research and provided valuable insights
- Collaborated with the core team on data collection, analysis and generated reports for clients

Columbia University

New York, NY

Multimedia Assistant & Service Provider

October 2019 – March 2020

- Trained and assisted faculty, staff, administrators and students on the use of multimedia equipment in classrooms and conference rooms as well as setting up, testing, and monitoring audio-visual setups. Receiving and troubleshooting calls for multimedia questions.
- Helped faculty and staff on online instructional tools, such as Canvas, Adobe Connect, Skype, Zoom, or other instructional online resources. Performing basic maintenance, including cleaning screens, monitors, and other audio-visual equipment. Using high-end multimedia equipment in the head-end room and larger rooms.
- Provided direct services to individuals with disabilities registered with the Office of Access and Services for Individuals with Disabilities (OASID). Duties include proctoring exams, text editing, and/or assisting students with specific tasks.

Quince Pacific Avenue, LLC

San Francisco, CA

Accountant

March 2019 - July 2019

- Safeguarded of the company's assets, maintained effective capital controls with internal audits and prepared accounting reports, established and recommended financial strategies, objectives, and policies for the company
- Helped with all aspects of the daily accounting operations, including bank reconciliation, Accounts Payable activities, payroll preparation and processing and labor auditing as well as cost of goods sold analysis.
- Assisted the management team, and their respective performances, with relative analysis for weekly department financial meetings and purchasing
- Corrected multiple accounting errors from previous documents by paying close attention to details including numbers and formats

Annie International Inc.

North Wales, PA

Business Analytics and Accounting Intern

May 2018 - July 2018

- Extracted data accordingly from internal and external resources using SAP and designed analytical methods based on Accounting requirements
- Used advanced Excel functions to analyze data in Sales Analysis document, Financial Statement, Income Statement, Balance Sheet, customer's credit limit report and vendor's discount document
- Pulled large raw datasets from transactions and applied statistical analysis to identify trends and patterns
- Retrieved data from different worksheets and created data visualizations to deliver statistics reports for manager's review

EXTRACURRICULAR

Chegg Inc.

Santa Clara, CA

June 2020 – Present

- Student Advisory Group

Guinness World Records

New York, NY

December 2019

- Assisted with a Guinness World Record event of most people unboxing simultaneously involving 703 individuals

Curry Without Worry

San Francisco, CA

March 2019

- Helped to cook and cater free soul pleasing food to hundreds of hungry people

AWARDS

President's Freshman Award, The Pennsylvania State University

March 2016

SKILLS

R, SQL, SPSS, Java, HTML, Tableau, Visio, Microsoft Excel, SAP, QuickBooks, Adult and Child CPR/AED