

# Zhaozhuo(Rhonda) Zheng

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## EDUCATION

**Columbia University, Teachers College** New York, NY

September 2019 - December 2020

Master of Science in Learning Analytics

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

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## EXPERIENCE

**Teachley, LLC**

New York, NY

*Data Analytics Intern*

September - December 2020

- 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 - 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 - 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 - 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

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## 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

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## AWARDS

**President's Freshman Award**, The Pennsylvania State University

March 2016

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## SKILLS

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