

Karen Zheng

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PROFESSIONAL SUMMARY

Proactive and resilient young professional utilizing her experiences to discover her passion and do what brings her happiness.

EDUCATION

Boston College, Wallace E. Carroll School of Management May 2019

Bachelor of Science in Management; Concentrations in Management and Leadership/Managing for Social Impact

Cumulative GPA: 3.0/4.0

- Awards: Benjamin A. Gilman International Scholarship, Fung Scholar, Endowed Scholar

Hong Kong University Science and Technology Spring 2018

- Ranked Top 10 Universities in Asia

EXPERIENCE

Student Intern, September 2015 – May 2019

Montserrat, Boston College – Chestnut Hill, MA

- Managed office inventory and notified Director for restocking.
- Trained new interns on administrative procedures, organization policies and performance standards.
- Identified and recommended changes to existing processes to improve accuracy, efficiency, and responsiveness from students.
- Developed and updated spreadsheets and databases to track, analyze and report on student data.

Procurement Summer Intern, June 2018 – August 2018

American Express – New York City, NY

- Assessed strategy plan to increase partnership with diverse suppliers and small business owners.
- Collaborated with Strategic Sourcing department to research and analyze all data on current Supplier Diversity initiatives.
- Assisted in updating decks and spreadsheets for President and Vice President.

Peer Advisor, June 2018 – July 2018

Applications of Learning Theory, Boston College – Chestnut Hill, MA

- Actively support and mentor incoming first-generation college students through the program and their freshman year.
- Create community within small group of seven students through respect, communication, and compassion.
- Monitor student behavior in dormitories to ensure student safety and development.

Teaching Assistant, January 2017 – August 2018

Applications of Learning Theory, Boston College – Chestnut Hill, MA

- Mentored five students (per semester) through office hours and one-on-one communication.
- Maintained atmosphere of academic learning and advancement to develop critical thinking skills.
- Checked assignments and provided grades according to university standards.

ACT Math Teaching Assistant, June 2017 – August 2017

New Jersey Law Education and Empowerment Project, NJLEEP – Newark, NJ

- Monitored 34 rising juniors on behavior, homework, and diagnostic tests.
- Communicated student disciplinary issues to supervisors.
- Increased the average ACT score by three point within five weeks.

Cultural Diversity Co-facilitator, August 2016 – December 2018

BAIC, Boston College – Chestnut Hill, MA

- Promoted and delivered quality cultural programming and events. These include: presentations, information sessions, and workshops that relate to the enhancement of cultural competency within the university.
- Raised awareness of cultural diversity through training and educational material.
- Built partnerships with a diverse range of community partners, ethnocultural groups and associations to develop programs.

SKILLS AND INTERESTS

Skills: Interpersonal abilities, Leadership, Office administration, Project management, Operations, Relationship management

Interests: Data-driven results, Emotional intelligence, Social impact, Community-building

Language: Native in English, Intermediate Mandarin, Basic Cantonese, Basic Fuzhounese