

SUMMARY OF QUALIFICATIONS

- Experienced in providing administrative support, including managing official records and documentations, ensuring accuracy and organization.
- Well-versed in parliamentary procedures and regulatory compliance, ensuring adherence to organizational rules and regulations during meetings and decision-making processes.
- Effective leadership, organization and project management skills as demonstrated through student assignments and extracurricular officer positions
- Experienced in providing technical support for technical projects such as website maintenance and development.
- Proficient in facilitating communication among diverse stakeholders, including students, faculty, and staff members in higher education.

EDUCATION

- University of Washington, Seattle, WA** *Expected June 2026*
Master of Science, Materials Science and Engineering
Relevant coursework (through Winter 2024): General Chemistry, Materials Science Foundation, Quantum Mechanics for Engineers, Introduction to Molecular Engineering.
- University of Washington, Bothell, WA** *August 2023*
Bachelor of Science, Computer Science and Software Engineering
Relevant coursework (through Summer 2023): Data Structures, Algorithms, and Discrete Mathematics, Biases in Machine Learning, Database Systems, Computational Linguistics, Technical Writing.

RELEVANT EXPERIENCE

- Research Assistant, Zhang Lab Group**, University of Washington, Seattle, WA *August 2023 – Present*
- Conducting experiments to fabricate microbeads for biomedical applications, including the study of factors such as pressure and dispense time.
 - Analyzing data generated from the microbead fabrication process to develop a machine learning algorithm to automate the process.
- Researcher, Educating Young Eye Research Group**, University of Washington, Bothell, WA *July 2022 – August 2023*
- Performed rigorous load and user-assisted testing methods to evaluate the application's performance under various user loads.
 - Ensured consistent support for up to 300 users across all durations and successfully identified session management issues during prolonged testing to enhance software reliability.
 - Engaged in ongoing clinical trials and harnessed real-time data and user feedback.
- Software Engineering Intern**, Leading Change - Africa, Madison, WI *June – September 2022*
- Transformed the organization website using WordPress and PHP to enhance online presence and user experience.
 - Provided valuable insights and recommendations for UI/UX design to creating a user-friendly website.
 - Conducted research on customization options and competitor offerings to evaluate new application ideas for a non-profit organization.

ADDITIONAL EXPERIENCE

- GPSS Office Director**, University of Washington, Seattle, WA *September 2023 – Present*
- Administer and facilitate the officers, staff members, and student senators to advocate for the graduate and professional student body at the University of Washington.
 - Resolve internal and external inquiries to ensure effective workplace environment.
- Outreach Coordinator, Material Advantage**, University of Washington, Seattle, WA *October 2023 – February 2024*
- Present educational material to K-12 students to increasing public awareness of Materials Science and Engineering.
- Student Assistant**, University of Washington, Bothell, WA *September 2021 – August 2023*
- Provided exceptional support to 700 undergraduate students, faculty and staff members in the Undergraduate Academic Services Office, School of STEM.
 - Maintained the quarterly Capstone website and provided technical support to ensure successful completion of Capstone project of more than 100 students per quarter.