

# Zi Di Chen

New York, NY 10002

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## **ACADEMIC BACKGROUND:**

**New York City College of Technology, City University of New York (CUNY)**

\*B.S. Business and Technology of Fashion\*

**Major GPA:** 3.85/4.0

**Cumulative GPA:** 3.51/4.0

Brooklyn, NY

**Anticipated Graduation:** 06/20

**Dean's List \*3.5+**

\*Spring 2018; Fall 2018; Spring 2019; Fall 2019\*

## **PROFESSIONAL CERTIFICATIONS:**

**Title-IX—Sexual Harassment, Gender-Based Harassment and Sexual Violence Student Curriculum**

02/2020

New York City College of Technology, City University of New York (CUNY)

Brooklyn, NY

**Relevant Coursework:** Macroeconomics, Principles of Accounting 1, Business Law, Financial Management, Behavioral Economics, Financial Forecasting, Business Management, Core Strategy Course, Professional Forex Trading Course

## **RELEVANT COURSEWORK PROJECTS:**

### **Financial Management**

Brooklyn, NY

Company Analysis Project

01/2018 — 05/2019

- Created a detailed comparison research report of competing companies Amazon and eBay with the use of Microsoft Excel and PowerPoint

### **Financial Forecasting**

Brooklyn, NY

Market Research Project

08/2018 — 12/2019

- Created a portfolio summary of ten luxury rental properties in Downtown Brooklyn with the use of Microsoft Excel, PowerPoint, and Word

## **INTERNSHIP EXPERIENCE:**

**City of New York, Department of Citywide Administrative Services, Real Estate Services**

New York, NY

Financial Services Intern

09/2019 — Present

- Assist Lease Enforcement Unit in tenant nonpayment process by identifying tenants in arrears, conducting verbal rent demands via email and phone, and updating Lease Enforcement Tracking System
- Prepare and update delinquent tenant files using MS Excel, Word, and Access for supervisor and attorney
- Assist Budget Unit in creating and maintaining spreadsheets used to assist in developing, monitoring, interpreting, and presenting the financial information for each project
- Assist Revenue & Financial Analysis Unit and Lease Audit Unit in analyzing city funds distribution and compiling trends reports using MS Excel
- Assist Property Valuation Unit in analyzing and compiling New York City real estate market trend reports using MS Excel

## **RELEVANT EXPERIENCE:**

**EXOS | Medifit Corporate Services, Inc.**

New York, NY

Basketball Coordinator/Receptionist

12/2015 — Present

- Design and maintain ongoing relationships with league participants
- Promote revenue-gathering programs to class participants
- Ensure gym and equipment are properly maintained before and after each game
- Encourage and gather feedback from participants after each session/game to support the development of reports and presentations to support management
- Handle membership enrollments, terminations, and inquiries

## **SKILLS:**

- **Hard Skills:** Proficient with Microsoft Office Suite (Word, PowerPoint, Excel), Proficient with Google Drive (Docs, Slides, Sheet), Proficient with Social Media Platforms (Facebook, Instagram, Twitter, Snapchat), Working knowledge of Fashion Snoops
- **Soft Skills:** Communication, Time Management, Teamwork, Emotional Intelligence
- **Bilingual:** Cantonese

## **WORKSHOPS FOR PROFESSIONAL DEVELOPMENT:**

- Attended, *How to Succeed in an Internship* by Professional Development Center, New York City College of Technology, Brooklyn, NY October 2019
  - ◆ Gained tips and strategies on workplace culture and etiquette; the do's and don'ts at an internship site

**NETWORK FOR INDUSTRY RELATIONS/EXPERIENTAL LEARNING:**

- Attended, *City Tech Kick-Off Event* by CUNY Service Corps, New York City College of Technology, Brooklyn, NY August 2019
  - ◆ Networking event with fellow Service Corps members that including reviewing policies, rules, and team building exercises

**CIVIC ENGAGEMENT:**

**CUNY Service Corps**

Service Corps Representative

New York, NY  
05/2019 — Present

- Attend monthly workshops to succeed in civic engagement placement site
- Assisted Cadman Park Conservancy in planting daffodil bulbs for Daffodil Day

**New York Public Library**

Assistant Librarian

New York, NY  
08/2014 — 08/2014

- Performed routine library services such as checking out books, periodicals, and other materials, shelving and assisting with interlibrary loan
- Removed books from improper placement in stacks to facilitate ease of resources for clientele and restocking for librarians
- Operated computer with proficiency in Microsoft Word, maintained printer, answered phone
- Assisted a Tech Support Specialist as an assistant for computer application class