JINHONG LIN

Data Analyst Intern

+1 (267)-342-9638 • jkl6150@psu.edu • https://www.linkedin.com/in/jinhong-lin-9bb32a1b7/ • Baltimore, MA

Education

Penn State University

Bachelor's degree, Information Science Technology   09/2020 - 05/2024

- **GPA**: 3.65
- **Courses**:Elementary Statistics, Organization of Data, Networking and Telecommunications, Language, Logic, and Discrete Mathematics, Information Sciences and Technology Integration and Problem Solving, Introduction to Application Development, Intermediate & Object-Oriented Application Development

Experience

Jiangsubozhi Engineering Consultant   JiangSu, XuZhou, China

Data Analyst Intern   04/2024 - Present

Company Description

- Optimized data retrieval processes by utilizing SQL for specific reporting needs. Authored comprehensive documentation for data requests and projects, improving knowledge transfer. Enhanced data quality by performing thorough data cleaning, merging, and quality control tasks. Developed and maintained Power BI dashboards to provide actionable insights. Improved reporting accuracy by replicating reports in Power BI from various reporting tools.

VitaCare Home Health Agency   Philadelphia, Pennsylvania, United States

IT Intern   09/2023 - 10/2023

Company Description

- Maintained network infrastructure to ensure stable and secure connectivity. Configured PCs for staff use, optimizing them for healthcare applications. Enhanced data security by implementing firewall configurations to protect sensitive patient data. Provided prompt technical support to staff, resolving hardware and software issues effectively.

WYC Security Technology   Philadelphia, Pennsylvania, United States

Security / Information Systems Technician   06/2023 - 09/2023

Company Description

- Engineered and deployed small server setups tailored for local businesses, boosting operational efficiency. Installed IT hardware, including monitors, PCs, routers, switches, and security cameras, ensuring xseamless connectivity. Integrated smart home devices, enhancing building security with cameras, doorbells, light controls, fire alarms, and security alarms.
- Conducted routine maintenance and troubleshooting for network and security systems, ensuring reliability and minimal downtime. Collaborated with clients to assess IT needs, delivering customized solutions that improved technological infrastructure.

Launch Tech USA   Ontario, California, United States

Office Support Assistant   06/2022 - 10/2022

Company Description

- Served as the first point of contact for customer inquiries, providing timely and accurate information. Managed inbound phone calls, answered questions, and processed sales orders. Performed data entry and filing for accounts, ensuring accurate record-keeping of sales orders. Maintained a daily log of sales orders to track and record completed transactions. Prepared and submitted RMAs (Return Material Authorizations) and RAs (Repair Authorizations), and processed approved credits.

Certificates

Problem Solving Certificate (HackerRank) ; Programming Foundations: Databases (Linkedin) ; Computer Networking (Coursera)

Technical Support Fundamentals (Coursera) ; Python Certificate (HackerRank) ; CS50 Computer Science (Harvard)

Skills

Programming Language: · Python (Pandas; Numpy; Matplotlib) · R   · C   · Java · SQL · MySQL · JS   · CSS · HTML

Data Analysis Tools: Microsoft Power BI · Excel · Data Visualizations · Statistical Modeling · ETL Processing · A/B Testing · Machine Learning

Hardware Related: · System Administration · Network Infrastructure · IT Hardware Installation · Server Deployment · Technical Support