

**Ming Yang Zhang**  
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### Education

- **The City College of New York** New York, NY August 2018-present
- **New Utrecht High School** Brooklyn, NY Graduated June 2018

### Work Experience

- **Kensington Branch Library-Librarian** Brooklyn, NY October 2017-October 2018
  - Shelve material and read the shelves for inventory as needed
  - Good Listener: listen carefully to the customer to know exactly what they need and how to help them
  - Take out books from shelves that are placed on hold to deliver to other branches
  - Check-in books after customers had returned them
  - Nightly closing duties including shutdown of computer
- **JEI Learning Center-Teacher Assistant** Brooklyn, NY July 2018-August 2018
  - Assist teacher in the classroom
  - Tutoring students to do their homework
  - Grade the students' homework
  - Time management: always arrived on time and finished tasks on time
- **New York Chinese School-Teacher Assistant** New York, NY July 2016-August 2016
  - Assist teacher in the classroom
  - Well organized: Clean up the classroom every day

### Volunteer Experience

- **The Salvation Army** Brooklyn, NY December 2016
  - Learned to communicate to people of all ages: asking people donate for charity
  - Following Instructions: do exactly what supervisor had said
- **Asian Community United Society** Brooklyn, NY September 2017
  - Assist teacher in the classroom
  - Tutoring students to do their homework
  - Have patient and self-control: able to remain calm and cool even when students are not

### Additional Skills

- Proficient in Microsoft Word, PowerPoint, Excel etc.
- Language: English, Fluent in Mandarin (native speaker), Cantonese (native speaker)