

Kevin Zheng

917-459-8288 | kevin@kevinzheng.fyi
Brooklyn, NY | [linkedin.com/in/kevinzheng](https://www.linkedin.com/in/kevinzheng)

EDUCATION

Brooklyn Technical High School

Expected June 2027

Mechatronics & Robotics | GPA: 3.7

Relevant Coursework: PLTW Digital and Drafting Production, PLTW Digital Electronics, Robotics Engineering I, AP Computer Science Principles, AP Computer Science A

EXPERIENCE

Center for Family Life

Brooklyn, New York

Office Assistant Intern

Jul. 2025 - Aug. 2025

- Managed and processed documentation for 700+ program participants, ensured 100% accuracy and ease of access.
- Collaborated effectively with a team of 3 peers to support the administrative team and meet all deadlines.
- Played a key role in an office reorganization by moving supplies and boxes.
- Help maintain seamless office operations by proactively assisting with filing, organization, and other administrative tasks.

Workplace Challenge with Duolingo

Brooklyn, New York

Participant

Nov 2025 - Dec 2025

- Explore and learned about the design and prototype process of creating an app
- Designed and presented an educational app @ Duolingo

LEADERSHIP & COMMUNITY INVOLVEMENT

BTHS Action

Brooklyn, New York

Vice President

May 2024 - Present

- Worked with the President to host monthly engaging club meetings for over 100 members, such as running games or movie nights.
- Maintain the website, where members can easily sign up for volunteer events, leading to over 300 volunteer hours contributed.

SKILLS

Soft Skills: Teamwork, Communication, Problem Solving, Time Management

Languages: English (Fluent), Chinese (Basic)

Programming: Typescript, React, MySql, Python, Java

HONORS AND AWARDS

YCS Code for Wellness Hackathon 1st Place

2025