

# MONA LIU

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## EXPERIENCE

### Communications Coordinator

Oct. 2023 – Apr. 2024

*HackMcGill (McGill University)*

*Montreal, QC*

- Attended weekly meetings to provide updates on tasks and suggest promotion campaigns
- Designed and write posts on various social media platforms that reached 600+ students
- Answered inquiries through email in a clear and professional manner
- Worked registration booth and helped facilitate flow of large groups of people in and out of venue rooms

### Refreshments Stand Volunteer

June 2023

*Relay for Life (Vincent Massey SS.)*

*Windsor, ON*

- Efficiently sold out several boxes of food and water to students attending the Relay for Life event
- Kept track of orders and inventory, and made sure the area was tidy
- Delegated tasks among team members to keep the event running smoothly
- Treated attendees with respect and an upbeat attitude while making sure everyone was following rules

### Computer Science Club Member

Sept. 2022 – June 2023

*VMCS Club (Vincent Massey SS.)*

*Windsor, ON*

- Spent 1-3 hours/week learning and discussing competitive programming concepts
- Used critical thinking and problem-solving skills to create solutions to various challenges involving graph theory, dynamic programming, etc.
- Successfully completed 3 club-lead contests and attended the Canadian Computing Competition
- Helped other club members understand the material using visual explanations

### Peer Tutor

Sept. 2022 – May 2023

*Vincent Massey SS.*

*Windsor, ON*

- Spent 2 to 4 hours/week interacting with and helping fellow students
- Explained math and science concepts in a clear and engaging manner
- Guided test review and homework sessions

### Leadership Club Member

Oct. 2021 – Jan. 2022

*Believe Leadership Club (Vincent Massey SS.)*

*Windsor, ON*

- Spent 2 hours/week attending workshops on topics such as conflict resolution, goal setting, and perseverance
- Worked with a small team over several weeks to research information for and create a website using WordPress
- Efficiently broke down and delegated tasks to team members
- Created a polished PowerPoint presentation and video showcasing the project
- Attended local and provincial fairs to present the website to over 100 students

### Graphic Design Lead

July 2021 – Oct. 2021

*Project Quarantine*

*Windsor, ON*

- Attended, lead, or took notes for 2-hour meetings once/week
- Distributed tasks to members and made sure everyone was on task
- Designed logo, banner, and identity guidelines using Inkscape and Figma, implementing constructive feedback from client

## SKILLS

**Work ethic:** managing resources and information, taking initiative, fulfilling responsibilities on time, giving attention to detail, active listening, project based learning

**Programming languages:** Python (Flask, PyGame, OpenPyxl), Java, HTML, CSS

**Developer tools:** Git, Github, VS Code

**Software:** Microsoft Office Suite, Google Workspace Suite, Wix, Wordpress, Figma, Canva

## EDUCATION

### McGill University

Montreal, QC

*Bachelor of Science in Computer Science*

*Aug. 2023 – Present*

### Vincent Massey Secondary School

Windsor, ON

*OSSD (Honours with Distinction)*

*Sept. 2019 – June 2023*