

MONA LIU

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EXPERIENCE

Communications Coordinator	Oct. 2023 – Apr. 2024
<i>HackMcGill (McGill University)</i>	Montreal, QC
<ul style="list-style-type: none">Attended weekly meetings to provide updates on tasks and suggest promotion campaignsDesigned and write posts on various social media platforms that reached 600+ studentsAnswered inquiries through email in a clear and professional mannerWorked registration booth and helped facilitate flow of large groups of people in and out of venue rooms	
Refreshments Stand Volunteer	June 2023
<i>Relay for Life (Vincent Massey SS.)</i>	Windsor, ON
<ul style="list-style-type: none">Efficiently sold out several boxes of food and water to students attending the Relay for Life eventKept track of orders and inventory, and made sure the area was tidyDelegated tasks among team members to keep the event running smoothlyTreated attendees with respect and an upbeat attitude while making sure everyone was following rules	
Computer Science Club Member	Sept. 2022 – June 2023
<i>VMCS Club (Vincent Massey SS.)</i>	Windsor, ON
<ul style="list-style-type: none">Spent 1-3 hours/week learning and discussing competitive programming conceptsUsed 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 CompetitionHelped other club members understand the material using visual explanations	
Peer Tutor	Sept. 2022 – May 2023
<i>Vincent Massey SS.</i>	Windsor, ON
<ul style="list-style-type: none">Spent 2 to 4 hours/week interacting with and helping fellow studentsExplained math and science concepts in a clear and engaging mannerGuided test review and homework sessions	
Leadership Club Member	Oct. 2021 – Jan. 2022
<i>Believe Leadership Club (Vincent Massey SS.)</i>	Windsor, ON
<ul style="list-style-type: none">Spent 2 hours/week attending workshops on topics such as conflict resolution, goal setting, and perseveranceWorked with a small team over several weeks to research information for and create a website using WordPressEfficiently broke down and delegated tasks to team membersCreated a polished PowerPoint presentation and video showcasing the projectAttended local and provincial fairs to present the website to over 100 students	
Graphic Design Lead	July 2021 – Oct. 2021
<i>Project Quarantine</i>	Windsor, ON
<ul style="list-style-type: none">Attended, lead, or took notes for 2-hour meetings once/weekDistributed tasks to members and made sure everyone was on taskDesigned 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
<i>Bachelor of Science in Computer Science</i>	Aug. 2023 – Present
Vincent Massey Secondary School	Windsor, ON
<i>OSSD (Honours with Distinction)</i>	Sept. 2019 – June 2023