Isabella (Xiaolu) Liu

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OBJECTIVE

To secure a challenging position related to software development for the summer 2020 coop term providing an opportunity for me to both, contribute my knowledge and skills to the success of the business, and to learn from experts in the field.

PROFILE

- Self-motivated with strong technical skills
- Strong research, analytical, and problem-solving skills
- Positive, enthusiastic, and a quick learner
- Productive and collaborative team player with strong interpersonal skills and communication skills

TECHNICAL SKILLS

Operating Systems	Windows, Linux, MacOS
Programming Languages	C++, JavaScript, C, Bash Scripting, Python
Web Development	JavaScript, HTML, CSS, *Node.js
Database Technology	SQL, *Oracle
Software Tools	Visual Studio 2017/2019, Visual Studio Code, Git

*currently learning

EDUCATION

Computer Programming and Analysis Program   May 2019 - Present
Seneca College, Toronto
GPA: 4.0 (Currently enrolled in the 3rd semester)

Bachelor of Arts, English Education   June 2010
Hebei Normal University of Science & Technology

ACADEMIC PROJECTS

- **Movie Entertainment Website**: created a performant and visually appealing three-page movie website using html, CSS and Vanilla JavaScript; used API to display all movies currently playing in theatres; used Media Queries for responsive web design.

- **Library Publication Storage and Retrieval Application:** used C++ to design and implement a library publication storage and retrieval application, which can allow user to store different types of information for different types of publication to be retrieved later, and each publication can be lent out to members of the library with a due date for return.

- **HR Application:** used C++ programming language to connect to a MySQL database; created a menu-driven application with options to find, add, update, and remove employee records including an option to generate an employee report.

- **Contact Management System:** created a menu-driven application written in the C programming language with options to display, add, update, delete, search, and sort a collection of contacts (each containing a name, address, and phone number information).

EXPERIENCE

Senior Office Clerk   Nov 2016 - Sep 2017
Bilink Legal Service Inc., Markham

- Prepared paperwork for visa and immigration applications based upon regulations and procedures
- Assisted clients completing documents and legal documents checking for accuracy
- Prepared correspondence to the consulate, visa offices, and clients
- Handled immigration process of various immigration cases
- Resolved complaints and took appropriate actions
- Built relationships with customers to build referrals from family and friends

Sushi Maker   May 2016 - Nov 2016
T&T Supermarket Company, North York

- Follow the prep and production list created by the Manager to plan daily duties
- Prepare cooking ingredients by washing and chopping vegetables, cutting fish etc.
- Measure ingredients to be used in production
- Undertake basic cooking duties such as cooking rice
- Prepare dishes such as salads, rice bowls and sushi
- Provide basic menu information to customers when requested
- Maintain a clean and orderly workstation by washing dishes, sanitizing surfaces, taking out trash etc.
- Ensure all food and other items are labelled and stored properly
- Comply with nutrition and sanitation guidelines
- Perform other kitchen duties as assigned

Sales Representative & Immigration Consultant   Jul 2014 – May 2016
Zhiyuan Immigration Consulting Office

- Planned and prepared detailed advertising plans
- Prepared mass mailing advertisements for services
- Posted flyers in community centers of potential clients
- Conducted cold calls to increase volume of clients
- Completed 70% of the monthly sales tasks
- Prepared visa and immigration applications based upon regulations and procedures
- Assisted clients completing documents and legal documents checking for accuracy
- Prepared correspondence to consulate, visa offices and clients
- Resolved complaints and took appropriate actions
- Built relationships with customers to build referrals from family and friends

Immigration Consultant   Jul 2012 – Jul 2014
Aoji Star Int'l Education Consulting Co. Ltd.

- Prepared visa and immigration applications based upon regulations and procedures
- Assisted clients completing documents and legal documents checking for accuracy
- Prepared correspondence to consulate, visa offices and clients
- Handled immigration process of various immigration cases
- Helped more than 300 clients with immigration applications
- Resolved complaints and took appropriate actions
- Built relationships with customers to build referrals from family and friends

Sales and Marketing Specialist   Jul 2010 – Apr 2012
Beijing Globaltimes School

- Communicated with manager to develop proper advertising plans, gave advice on advertising strategies when needed
- Took charge of choosing and editing the advertising newspaper's and poster's contents, and supervised the whole production of the advertising materials

- Contacted English professors to give public free lectures (such as sharing the study way of English, how to pass TEM 4 and TEM8, wonderful books that English major students should read) in different universities, to enlarge the influence of our school and attract potential clients to train, most of the students invited to the lecture are from English majors
- Arranged and prepared for the publicity programs when necessary, such as holding Free Morning English Reading Program in Capital Normal University, to make English major students get to know company
- Cooperated with managers of different colleges to distribute advertising materials designed to get noticed
- Made cold calls and consultation to potential clients
- Gathered feedback and useful data/information during public activity site
- Completed extra duties as manager required, arranged sales promotion programs