



# Jeffrey Tan

## Computer Science Student

I am a Computer Science undergraduate who has a passion for maths, science, movies, video games, and powerlifting. I have a history in customer service and hospitality, and love to help people.



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## Educational History

RMIT University | 2020 -

### Bachelor of Computer Science

- Completed one and a half years of a three-year program.
- Built a broad foundation of computer science knowledge.
- Lead groups of up to 5 members during group assignments developing strong organisational skills.
- Strong programming skills with attention to creating readable, scalable, and maintainable code.

Penleigh and Essendon Grammar School | 2014 - 2018

### Secondary School Certificate

- Attained 98.70 ATAR — developed a passion for mathematics and science.
- Awarded Certificate of HD Excellence in the Year 12 Australian National Chemistry Quiz (ANCQ) 2018.

## Skills Summary

- Fluent in Mandarin
- Obtained Working with Children Check
- Obtained RSA Liquor Licence
- Java Programming
- C++ Programming
- Development in Android Studio
- Development in Unity

## Work Experience

Moonee Valley City Council | May 2021 - Present

### Customer Service Officer

- Answered calls from residents regarding all aspects of Council related matters.
- Accrued a large knowledge base about Council services and departments.
- Developed strong people-skills and experience in a professional workplace.

RL Tuition | Jan 2019 - March 2019

### Mathematics Tutor

- Tutored year 11 and 12 VCE students Methods and Specialist Mathematics, giving classes of up to 20 students.
- Broke down complex concepts into easily digestible explanations.

McDonald's Avondale Heights | June 2016 - July 2017

### Crew Member (Front Counter)

- Became familiarised with the ins-and-outs of customer service, and the skills for working in a team.
- Worked in high stress conditions which required efficiency and good decision making.
- Became proficient at typical retail duties including using POS, restocking, handling food and cleaning.

References available upon request.