

# Jordan Cao

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## EDUCATION

### Wilfrid Laurier University

Waterloo, Ontario

Computer Science

2026

- Relevant Courses: Computer Networks, Database I, Algorithm Design/Analysis, Data Structures, Data Structures II, Discrete Mathematics, Object-Oriented Programming

## WORK EXPERIENCE

### Maple Public Library/ Pierre Burton Public Library

Vaughan, Ontario

Summer Children Services Assistant

June 2023 - August 2024

- Actively promoted library programs to customers, resulting in an increase in program attendance
- Created attractive displays for the Summer Reading Club program, leading to a rise in registration
- Participated in outreach programs within the community, engaging with over 300 children through summer camps and childcare programs, while maintaining proper documentation and resource preparation.
- Assisted staff in preparing and conducting outreach programs, contributing to an expansion in program reach and engagement across diverse community demographics.

### Rouge Camps

Richmond Hill, Ontario

LIT (Leadership-in-training) Director

June-August 2022

- Demonstrated strong leadership and communication skills by providing guidance and mentorship to a group of 20 campers aged 8-12, fostering a positive and inclusive environment for personal growth and development
- Showcased adaptability and problem-solving abilities by leading and facilitating diverse daily activities, including sports, arts and crafts, and team-building exercises, resulting in a 95% camper satisfaction rate
- Collaborated effectively with a team of 10 fellow counselors, utilizing active listening and interpersonal skills to ensure camper safety, address individual needs, and contribute to the overall success of the camp program

## LEADERSHIP EXPERIENCE AND AWARDS

### Student Council

Vaughan, Ontario

Co-President

2017-2022

- Exhibited exceptional responsibility and organizational skills by managing a team of 15 student council members, leading to a 20% increase in student engagement and participation in school events
- Displayed financial responsibility and strategic planning abilities by managing a \$10,000 budget, allocating funds efficiently to support 12 successful school-wide initiatives with a 75% student participation rate, including fundraisers and community service projects
- Utilized strong communication and negotiation skills as a liaison between 2000 students and administration, addressing concerns promptly and contributing to a 30% improvement in overall student satisfaction

### Principal's Award

Vaughan, Ontario

Tommy Douglas Secondary School

2022

- Showcases exceptional leadership skills throughout classes during the year
- Outstanding growth, improvement, commitment or intellectual development in particular subjects, such as English, math, science

## RELEVANT SKILLS

### Skills:

- Experience programming in Python and JavaScript, HTML, CSS, Visual Basic (VBA)
- Passionate about PC systems and have built my PC