

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