**Melanie Lo**

**509 Klarvatten Lake Wynd NW**

**Edmonton AB Canada**

**T5Z 3E3**

**Tel: 780-655-7414**

SKILLS

* Learned sign language from grade 1-5
* Speaks fluent Cantonese
* Speaks and write fluent English
* Some experience speaking French
* Intermediate computer skills - has coding experience with JavaScript, HTML and CSS
* Highly flexible and adaptive individual who is eager to learn
* Organized and Punctual
* Patient towards problem solving
* Always try to maintain a positive attitude
* Very honest and loyal person

EXPERIENCE

**Multi-Tech Accounting Services LTD - Office Assistant (2014-present)**

* Receptionists, organize files and documents
* Punctual and adaptive
* Problem solving

**Computer science team - Leader (Jan 2018 - present)**

* Responsible for code
* Being able to work in a group with diverse ideas
* Flexible schedule to make meetings or attend meetings
* Contribute new ideas to the team
* Problem solving as a group
* Respectful
* Maintaining a positive attitude
* Keeping code and team organize

**Alberta Computers for Schools - volunteer (April 3-6, 2018)**

* Troubleshooting computers and laptops
* Problem solving
* Organizing computer parts
* Patient
* Knowledgeable with computers
* Working with other team members
* Adaptable in warehouse environments
* Being able to repair computers and laptops
* Cleaning workstations

**Heritage Festival - Child Care Volunteer (August 1-3,2015)**

* Kids world - looking after kids and helping other volunteers
* Flexible schedule
* Adaptable with others
* Patient with Children
* Attentive
* First-Aid
* Safety
* Team work with other co-workers
* Problem solving

**North Edmonton Alliance Church - Child care provider (2014-2016)**

* Looking after kids between 3 and 5
* Mentoring and teaching kids
* Being attentive
* Hygienic and cleaning
* Knowledgeable
* Being able to problem solve
* Safety
* First-Aid
* Organizing paperwork
* Flexible schedule
* Maintaining a positive attitude
* Patient
* Handling food
* Team work with other co-workers
* Entertaining with the children

**North Edmonton Alliance Church - Summer camp staff (2014-2016)**

* Looking after kids between 3 and 13
* Mentoring and teaching kids
* Being attentive
* Maintaining a positive attitude
* First-Aid
* Problem solvings
* Safety
* Team work with other co-workers
* Entertaining with children
* Cleaning

**Mary Butterworth Junior High - pizza seller(2015-2016)**

* Responsible with money
* Cashier
* Being able to maintain a positive atmosphere with team
* Problem solving with others
* Hygiene
* Cleaning

**Mary Butterworth Junior High - Book organizer(2015-2016)**

* Organizing books onto shelves
* Patient with others
* Willing to work with others
* Problem solving

EDUCATION

**Queen Elizabeth High School ( 2016 - present)**

**Mary Butterworth Junior High (2013 - 2016)**

**Report cards may be requested**

REFERENCES

**Reference 1:**

Winnie Kam

Office Assistant

Multi-Tech Accounting Services LTD

780-447-8878

mtacct@yahoo.com

**Reference 2:**

Dave Fladager

Volunteer

Alberta Computers for Schools

780-452-8016

dave.fladager@cfsalberta.ca