

MITCHELL K. CHAN

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EDUCATION

University of California, Irvine

Bachelor of Science, Computer Science

Irvine, CA

Expected June, 2018

- Relevant Coursework: Intro to Programming, Programming with Software Libraries, Intermediate Programming, Programming in C++, Introductory Computer Organization, Data Structure Implementation and Analysis

Piedmont Hills High School

National Honor Member

San Jose, CA

Graduated May 2014

- Cumulative GPA 4.10

EXPERIENCE

Acclarent, a Johnson & Johnson Company

Research and Development Intern

Menlo Park, CA

Jun '14 – Aug '14

- Utilized Solidworks to update Eustachian Tube guide handles with rearranged tube nozzles and design a lock-and-key guide handle to maintain a consistent camera in order to improve product usability
- Documented 7 lab notebooks into the R&D storage drive and recorded over 2,000 erroneous preventive maintenance files
- Supported a biannual science advisory board lab session, a Phase 2B design review, and the Elliot Train-the-Trainer session

Camp Hi-Sierra

Merit Badge Instructor

Long Barn, CA

Jun '13 – Aug '13

- Taught the requirements for the Weather, Forestry, and Fish and Wildlife Management merit badges to over 60 Boy Scouts
- Contributed to environmental-preservation projects such as reinforcing retention walls and sorting out hazardous firewood
- Presented an interactive learning game for over 500 scouts during the camp-wide competition throughout the camp season

Kumon Math and Reading Center

Grading Assistant

San Jose, CA

April '12 – April '14

- Reviewed class material with students by working out solutions to math and reading problems with them one-on-one
- Encouraged productivity, learning and completeness of work in students by providing a positive learning environment
- Organized practice materials for students such as homework and review packets in preparation for standardized Kumon tests

LEADERSHIP

Beta Theta Pi Fraternity, Delta Sigma Chapter

Vice President of Communications

Irvine, CA

Sep '15 – Present

- Relays information and sends out event reminders to members to keep them up-to-date on chapter operations and activities
- Records minutes during Executive Board and Chapter meetings to summarize important discussions and upcoming events
- Documents ritual and event attendance to assist the Vice President of Brotherhood in maintaining members' accountability

Beta Theta Pi Fraternity, Delta Sigma Chapter

Cabinet Chair of Public Relations

Irvine, CA

Jan '15 – Dec '15

- Promotes fraternity events, member accomplishments, and community activity through weekly social media postings
- Assists the Vice President of Programming with event planning, banner designing, attendee recording and event promotion
- Maintains the status of the fraternity website ucibeta.org through managing its photos, description and contact information

California Scholarship Federation

Club Treasurer

San Jose, CA

Aug '13 – Jun '14

- Tracked club's expenditures and income to ensure that at least \$1,000 was set aside for end-of-the-year scholarships
- Budgeted money to be used for club community service events i.e. pie bakes for homeless shelters and breakfast fundraisers
- Collaborated with other executive members to plan club activities and streamline the point system for members

Boy Scouts of America, Troop 163

Senior Patrol Leader; Eagle Scout

Milpitas, CA

Sep '12 – Sep '13

- Planned and headed weekly Troop meetings and assisted Scouts in maintaining consistent Rank advancement
- Hosted monthly outing planning meetings and served as the main communicator between the adult leaders and Scouts
- Led Troop to rank in 1st Place in the Camp Wide Games Competition during our annual summer camp trip

Other

Honors: CSF Outstanding Junior Officer Award, International Wushu Sanshou Dao Association 1st Degree Black Belt

Languages: Working Knowledge in Python, Working Knowledge in C++

IDEs: IDLE, Eclipse, Virtual Studio, Virtual Box

Interests: Food, breakdancing, kendama, board games, Frisbee, online gaming, camping, hiking