Mitchell Ken Chan

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EDUCATION

University of California, Irvine — Irvine, CA
Bachelor of Science, Computer Science — *Expected June, 2018*

- **Relevant Coursework**: Intro to Programming, Programming with Software Libraries, Intermediate Programming, Programming in C++, Data Structure Implementation and Analysis, Introductory Computer Organization, Intro to Software Engineering, Boolean Algebra, Discrete Mathematics, Intro to Linear Algebra, Intro to Probability and Statistics for Computer Science

Piedmont Hills High School — San Jose, CA
Cumulative GPA: 3.79 — *Graduated May 2014*

EXPERIENCE

University of California, Irvine – Office of Information Technology — Irvine, CA
Student Desktop Support Assistant — Aug '16 – Present

- Contributes to managing the audio and visual needs of the University of California, Irvine Center for Applied Innovation
- Supports and prepares the 68-monitor presentation space for numerous screenings, panels, workshops, and events
- Maintains computer software updates and writes scripts to improve overall efficiency of Applied Innovation information

American Campus Communities – Vista Del Campo — Irvine, CA
Community Assistant — Jun '16 – Present

- Develops and hosts various programs focusing on Community Engagement, Health and Wellness, Employability, and Academic Success for 1,488 residents
- Assists in floor plan tours for guests, payment processing, amenity use, property inspection, and apartment renovation
- Responds to tenants' concerns about community safety, apartment condition, roommate disputes, and general well-being

Acclarent, Inc. – Johnson & Johnson — Menlo Park, CA
Research and Development Intern — 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

LEADERSHIP

Beta Theta Pi Fraternity, Delta Sigma Chapter — Irvine, CA
Vice President of Communications — 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

California Scholarship Federation — San Jose, CA
Club Treasurer — 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 — Milpitas, CA
Senior Patrol Leader; Eagle Scout — 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

SKILLS

Languages: Python, C++, HTML, CSS
IDEs: IDLE, Eclipse, Virtual Studio, Virtual Box, Unix