**NATHAN CHAN**

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**Work Experience**

**Bayview Glen Summer Camp**

*Counselor* Jul. 2021 to Aug.2021

* Precisely document guardians’ concerns and camper’s allergies and notify team members with precautions to maintain a safe workplace.
* Design, develop and run activities that are approved and fun without equipment.
* Manage camper’s security – take attendance in camp and on the bus.
* Strictly enforce and showcase COVID-19 practices to campers.

**Idealogical Systems** Feb. 2020 to Mar. 2020

*Assistant Service Desk Technician (Co-op)*

* Install computer software and hardware for customers.
* Troubleshoot hardware and software computer issues with customized tools.
* Customer’s data and inventory entry.
* Package computers for shipment to customers.

**Quadient Canada** Jul. 2019 to Aug. 2019

*Warehouse Worker*

* Maintain postage meters inventory in company’s database.
* Receive and package postage meters for storages.
* Clean and sanitize warehouse and assist corporate events.

**Volunteer Experience**

**St. Robert Catholic High School Coding Club** Sept. 2019 to Mar. 2020

*Executive Member*

* Organize, plan, and supervise club events.
* Conduct workshop for various web technologies including HTML, JavaScript, CSS and Python.

**City of Markham Robotics Camp** Aug. 2018

*Counselor Assistant*

* Guide campers with in accomplishing robot building projects.
* Collaborate with the team to plan, schedule, and supervise campers’ activities.
* Respond to guardians inquires and direct them to camp locations.

**City of Markham Chess and Badminton Summer Camp** Aug. 2017

*Counselor Assistant*

* Advice and advocate rules and procedures of racquet safety to campers.
* Boost camper experience by dressing up and leading activities on theme day.
* Coordinate with team members to resolve campers’ issues with sports equipment and inquiries.

**YMCA Summer Camp** Jul. 2017 to Aug. 2017

*Counselor Assistant*

* Motivate camp spirit by chanting and singing songs in opening and closing ceremonies.
* Address guardian’s concerns and problems and direct them to counselors or supervisors if needed.
* Assist counselors by composing weekly schedules that are safe and approved.

**YMCA Child/Pre-School Multi-Sport Gym** Jul. 2016 to Jun. 2017

*Staff Assistant*

* Instruct and supervise children by following guidelines to promote a fun, safe and healthy environment.
* Front desk assistant: respond to members’ questions.
* Maintain children security – admit and release children in the facility.

**Education**

* Computer science undergraduate at Ryerson University.

**Achievements**

* Honor Roll Award 2018, 2019, 2020 and 2021.
* Academic Achievement Award 2020-2021, HRE4M1 – Church and Culture.
* Ontario Scholar Award.
* Ontario Secondary School Diploma.
* Volunteer Hall of Fame of the month award - YMCA 2016.

**Skills**

* Coding languages: Python, JavaScript, HTML, CSS
* MS Word, Excel, PowerPoint, Outlook
* Google Docs, Sheets, Slides