

# Mai (Amelia) Dao

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## Education

**Dickinson College, Carlisle, PA**  
Bachelor of Science, Computer Science

*Expected May 2023*  
**GPA: 3.92/4.0**

### Relevant coursework:

**Principles of Object-Oriented Design**  
Dickinson College

**Data Structure and Algorithms**  
Udacity Online Nanodegree

## Projects

**Personal Website** *May 2020 – present*

- Operates a personal website written from scratch using HTML, CSS, and JavaScript

## Skills

Programming Languages: Java, Python, HTML, CSS, JavaScript  
Technology and Environment: Microsoft Offices (Word, Excel, PowerPoint), Eclipse, PyCharm, VSCode  
Languages: English (fluent), Vietnamese (native), Mandarin (intermediate), Spanish (elementary)

## Work Experience

**Dickinson College, Mathematics Teaching Assistant/ Help Room Tutor, Carlisle, PA** *April 2020 – present*

- Help professors guide 24 students in approaching calculus by explaining concepts during lab sessions
- Assist students taking Math courses with homework and exercises during weekly Help Room hour

## Campus Activities

**Pre-Health Society, Dickinson College, Member, Carlisle, PA** *January 2019 – present*

- Participated in pre-health seminars where physicians and administration board members talked about their experiences and latest medical technologies
- Constructively contributed to the seminars and engaged in Primary Care Day at Penn State College of Medicine

**Center for Civic Learning and Action, Dickinson College, Volunteer, Carlisle, PA** *January 2019 – present*

- Participated in helping local organizations such as the Letort Spring Garden Preserve and Hope Station by doing planting and infrastructure maintenance

**GALA HAT, Content Creator and Backstage Director, Hanoi, Vietnam** *January 2017 – August 2017*

- Developed the script for an annual variety show that attracted 1000 audiences throughout Hanoi
- Directed and coordinated dancers, actors, and logistics team behind the stage to ensure the smooth running of the show

## Leadership

**Ams's Got Talent Season 10, Vice - Head Organizer, Hanoi, Vietnam** *August 2017 – May 2018*

- Handled legal documents with the school's directors concerning venue renting and other permissions, and contracts with entertainment agencies for judging at the competition and performing at the prom
- Managed internal affairs (resolving conflicts, making decisions, raising morale) and developed event plan throughout the semesters for 2000 students
- Managed and raised \$30,000 by contacting different companies for sponsorship and organizing fundraising events

**Pandorams, Head Organizer, Hanoi, Vietnam** *May 2017 – August 2017*

- Developed and managed project plan to recreate signature school events and tutoring sessions for 200 pre-high school participants.
- Delegated tasks, provided training, and promoted productivity among 50+ members.
- Handled paperwork and other legal documents with regards to the venue and sponsorships (\$2,000).