

Jeffrey Doan

Phone: 289-230-9727

Email: jeffrey.a.doan@gmail.com

LinkedIn: [linkedin.com/in/doanj2/](https://www.linkedin.com/in/doanj2/)

WORK EXPERIENCE

Cedar Springs — Camp Counselor

JUL 2020 - SEP 2020

- Adjusted to a COVID-19 working environment, while performing safety procedures.
- Led group activities with participants and employees which resulted in increased adaptability and leadership skills.
- Communicated with parents/guardians about daily activities and any incidents.

Mosaic — Brand Ambassador

NOV 2017 - MAR 2020

- Self-supervised the distribution of sample items, while enforcing proper health guidelines.
- Refined individual working skills and increased initiative when approaching customers.

Summer Neighborhood Activity Program — Program Staff

JUL 2018 - AUG 2018

- Programmed appropriate activities for participants ages 6-10.
- Worked in a team to promote a positive and safe environment, programmed appropriate activities for participants, and completed required documentation.
- Improved the ability to communicate and collaborate while gaining increased attention to detail.
- Complete required documentation (e.g. Incident or Accident Forms)

VOLUNTEER EXPERIENCE

All-Stars Sports Camp - Leader Volunteer

JUL 2017 - AUG 2017

- Demonstrated, led, and taught participants correct sporting techniques and activities.
- Assisted and followed directions from working employees as a volunteer.
- Gained proper teaching skills and learned how to directly follow instructions.

SCHOOL EXPERIENCE

Engineering Integrated Cornerstone and Design

SEP 2020 - OCT 2020

- Thoroughly understands the design process through university level design studios using tools such as a decision matrix
- Design solution in the top 10% of teams chosen in project 3 for creating a new recycling system
- Developed code in Python for numerous Projects like creating a sterilization system for surgical tools

EDUCATION

McMaster University — Engineering 1

SEP 2020 - PRESENT

- Pursuing Bachelor of Engineering degree

TECHNICAL SKILLS

Coding Languages:

Python
Java
Javascript
Arduino
Processing

Tools:

Autodesk Inventor
Matlab
Circuit Lab
Granta
Microsoft Office
TinkerCAD

WORKPLACE SKILLS

Advanced English

(reading, writing, and oral communication)

Easily adaptable

Self-regulated

Openly communicates

Responsible and Organized

CERTIFICATIONS

Standard First Aid & CPR/AED
Level C

JUL 2018 - JUN 2021

B.M.S Training

MAY 2018

HIGH FIVE Principles of
Healthy Child Development

JUN 2018