

HELEN DONG

COMPUTER SCIENCE AND
BUSINESS ADMINISTRATION DOUBLE DEGREE STUDENT

<https://www.linkedin.com/in/helenwxdong>

SKILLS

- Understanding of finance and budgeting as a finance coordinator
- Experience coding in Java, CSS, HTML, JavaScript, C, and Racket/Scheme
- Strong interpersonal, leadership, presentation skills demonstrated by previous club experiences
- Skilled in using Microsoft Office
- Years of experience with event planning
- Strong communication skills in English and Mandarin

PROJECTS

Interactive Full Stack Quiz

SUMMER 2017

- Java, Spring MVC, JavaScript, HTML, and CSS.
- The quiz can receive the user's name and their answers to each question, and output their results.

Personal Website

SUMMER 2018

- Currently building a website using HTML, CSS, and JavaScript

CONTACT

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EDUCATION

Honours Bachelor of Computer Science,

University of Waterloo

SEPTEMBER 2017 - PRESENT

- Created interfaces and modules, debugged programs, and solved tricky problems with consideration of efficiency in C and Scheme

Honours Bachelor of Business Administration,

Wilfrid Laurier University

SEPTEMBER 2017 - PRESENT

- Developed an original product for market analysis, marketing, customer acquisition
- Performed cash budgeting and breakeven calculations on financial cases

EXPERIENCE

Service Assistant, Costco Wholesales

MAY 2018 - JULY 2018

- Expanded responsibilities to cashier within weeks of hiring due to outstanding performance
- Responsible for a variety of tasks including promoting and selling upgrades, organizing merchandise, customer service, and retail

Finance Coordinator, WATonomous

MAY 2018 - PRESENT

- Tracked available budget for team
- Processed and tracked purchases and aided others to ensure all purchases are within budget.

House Council Representative,

First Year Leadership Program at Wilfrid Laurier University

SEPTEMBER 2017 - MAY 2018

- Collaborated with other leaders to organize and host school-wide events with consideration of marketing, logistics, finance and supply, and resources.