

# Ricardo Gao

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## Skills

Personal Website | LinkedIn | Github

- Technical Skills: **HTML, CSS, JavaScript, C#, C, python**, Microsoft Office (Word, Outlook, Teams, PowerPoint), SharePoint, Power BI
- Project & Organizational Skills: Leadership, Stakeholder Engagement, Peer Mentoring, Planning, Time Management
- Analytical Skills: Research and Analysis, Problem Solving, Performance Tracking
- Communication Skills: Internal Communication, Interpersonal Communication, Customer Service

## Education

### Conestoga College

2024 Sep - Dec 2028

Software Engineering Technology

3.93/4.0

## Professional Experience

### Peer-Assisted Learning Leader for C Programming

(Jan 2025 – Apr 2025)

Conestoga College

Waterloo, ON

- Utilized **SharePoint** to manage and distribute course materials, consistently uploading **at least 4 resources weekly over 14 weeks**
- Created **session plans using Microsoft Word**, preparing **two plans per week** to guide peer learning sessions
- Facilitated communication with students via **Microsoft Teams**, providing real-time support and feedback
- Helped student improve quiz score from **20% to 90%** and assignment grade from **40% to 99.5%** within 6 weeks
- Utilized **Power BI** to visualize student attendance and performance data for continuous improvement

### Executive Leader

(Oct 2024 – Present)

Google Developer Group

Waterloo, ON

- Organized **5+** tech events with **30+ attendees each** focusing on applied learning
- Collaborated with **college clubs** and **Wilfrid Laurier University** for co-hosted workshops
- Managed resources using **SharePoint**, **Google Drive**, and **PowerPoint**
- Maintained **80%+ attendance** in weekly leadership meetings
- Grew community to **500+ members** – largest student group at Conestoga College

## Project Experience

### Personal Website Developer

(May 2024 – Present)

Self-Initiated Project

Waterloo, ON

- Built responsive portfolio using **HTML, CSS, JavaScript** with **Flexbox/Grid**
- Deployed via **GitHub Pages** with performance optimizations
- Continuously updated content reflecting latest achievements

### C# Vehicle Management System

(Jan 2025 – Mar 2025)

Academic Project

Conestoga College

- Developed system using **C#/.NET** implementing **OOP principles** and **design patterns**
- Created custom comparers via **IComparable** for vehicle sorting
- Designed **repository pattern** with **dependency injection** for separation of concerns
- Integrated data visualizations saving **30%+** manual processing time