JEREMY XU

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SKILLS

- SQL (Intermediate - Advanced)
- Microsoft Excel (Intermediate)
- QlikView (Intermediate)
- Data Analysis
- Adobe Photoshop
- Adobe Premiere Pro
- HTML
- CSS
- Scratch
- Microsoft Makecode

EXPERIENCE

Coding Minds Academy   January 2020 - Present
Coding Instructor
- Modified and implemented course curriculum and programming activities
- Created, corrected, and reviewed homework and assignments
- Taught and managed several classes in different topics
- Assessed and monitored student progress and provided feedback to parents
- Assisted student in creating personal coding projects

Irvine Unified School District   March 2018 - Present
Instructional Assistant
- Provided academic support to instructional personnel in general education classrooms.
- Incorporated learning strategies for students with learning disabilities.
- Accommodated student disabilities to help meet IEP goals.
- Assisted students in developing and performing proper social behavior.

Mathnasium of University Irvine   February 2018 – December 2019
Assistant Director
- Managed company operations and services.
- Provided technological support and resolved software/hardware issues for system maintenance.
- Developed, monitored, and implemented comprehensive math curriculums according to student's level.
- Managed, developed, and updated company website and marketing resources.
- Trained new employees in company policies and procedures.
- Provided strategic customer acquisition and satisfaction.
- Created academic strategies to improve student self-sufficiency.
- Helped students learn and understand math concepts in private and group settings.
- Collaborated with administrators to meet diverse needs of clients.

PROJECTS

Missing Assignment Tracker
- Created and implemented an efficient digital system to be used within the Special Education department to keep track of students' missing assignments.

Automatic Group Maker
- Developed a system that randomly organizes groups based on various criteria intended to organize large group events.

Url: https://drive.google.com/open?id=12HWjJmEgfD3SmBjje5YGCVA82rBPUPG-

EDUCATION

University of California, Irvine   September 2012 – June 2016
Bachelor of Arts in Psychology
Education Minor