

# Jonathan Chen

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## WORK EXPERIENCE

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### University of California, Irvine

*Facilities Assistant*

**Nov. 2021 – Present**

*Irvine, CA*

- Respond to facility inquiries and requests to support efficient day-to-day operations
- Check common areas and conference rooms regularly to verify cleanliness and order
- Communicate with team members to delegate tasks

### University of California, Irvine

*Lab Tutor (ICS 31 + ICS 51)*

**Sept. 2021 – Present**

*Irvine, CA*

- Create a comfortable tutoring environment conducive to learning
- Assist students of varying skill levels with understanding fundamental Python concepts
- Coordinate with educators to develop tutoring strategies

### Lion Dance Me

*Club Coordinator*

**Sept. 2017 – Jun 2020**

*San Francisco, CA*

- Trained a team of 10+ students to perform for school-wide events
- Tracked attendance and progress of individual students
- Fostered professional relationships with school faculty

### Lion Dance Me

*Equipment Manager*

**Sept. 2017 – Jun 2020**

*San Francisco, CA*

- Maintained and organized equipment storage areas regularly
- Checked out equipment on week-to-week basis to identify concerns
- Oversaw and led corrective responses to issues

## EDUCATION

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### University of California, Irvine

*BS, Computer Science*

**June, 2024**

*Irvine, CA*

- 4.0 GPA
- Deans Honor List

## SKILLS & INTERESTS

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### Skills

- Solid communication
- Teamwork
- Organization
- Attention to detail
- Adaptability
- Reliable

### Interests:

- Lion dance
- Jogging
- Traveling