

Kalvin Kao

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SUMMARY

Ability to handle confidential information, organized, detail-oriented, and able to work in a fast-paced environment.

EDUCATION

York University

October 2017

Bachelor's degree in Information Technology

WORK EXPERIENCE

A&W

2013 - 2014

Kitchen Cook

- Cooking the food, preparing the ingredients and condiments.
 - Mopping the floors, cleaning the tables and washrooms.
 - Washing and sterilizing the kitchen utensils.
 - Emptying the garbage cans and disposing of the garbage.
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OTHER EXPERIENCE

Android Development

2014

- Creating android applications using Android Studio and Java.

Filling Forms and Paperwork

2012 - 2013

- Helping my uncle fill out insurance forms and paperwork.

Website Committee at Middlefield C.I.

2010 - 2011

- Creating and designing websites in HTML, and CSS.

Awards Night at Middlefield C.I.

2009

- Welcoming the recipients, providing refreshments and setting up the tables and chairs.
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ADDITIONAL SKILLS

- **Programming:** HTML, CSS, Bootstrap, JS, PHP, Java, R, XML, C#, SQL, MATLAB
- **Software:** Microsoft Office (Word, Excel, Project, PowerPoint, Publisher), VMWare, GitHub, XAMPP, SAP, Android Studio, Adobe Photoshop
- **Languages:** Fluent in English and native speaker in Cantonese

REFERENCES UPON REQUEST