

# Kalvin Kao

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## SUMMARY

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

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## EDUCATION

### York University

October 2017

Bachelor's degree in Information Technology

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## 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