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Decatur, IL 62522, USA

LAN DAO
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PROFILE

Flexible learner with strong leadership and a passion for web and app development. Open-minded and highly motivated student with study and internship abroad experiences. Proficient in Vietnamese, English, and working knowledge of Russian.

EDUCATION

Millikin University **Fall 2018 – May 2022**
Decatur, IL, USA

- Bachelor of Science in Information Systems and Computer Science
- Cumulative GPA: 3.759/4.0

EMPLOYMENT

Junior Consultant, Millikin University Performance Consulting **Jan 2021 – Present**
Decatur, IL, USA

- Implement website updates for 2 small businesses in the Decatur community
- Responsible for software consultation regarding storing more than 1000 large media files for a small local business

Graphic Designer, Millikin Creates **Jan 2021 – Present**
Decatur, IL, USA

- Design graphics Millikin University campus magazine

International Student Specialist, Center for International Education **Aug 2019 – Present**
Decatur, IL, USA

- Organize and implement International Orientation each semester for more than 50 incoming students
- Keep records for more than 150 domestic study abroad students and over 50 global partnerships annually
- Assist the office with filing duties including, but not limited to, emails, presentations, formal letters, and phone calls

Math Enrichment Program Tutor, Millikin Math Center **Sep 2018 – Present**
Decatur, IL, USA

- Assist walk-in students with solving math problems in various topics of algebra and calculus

Data Analyst Intern, Center for International Education **Apr 2020 – Jun 2020**
Decatur, IL, USA

- Assessed the data collected through 3 international programs and created visualizations to identify trends, successes, and areas of improvement
- Set up Study Abroad Orientation remotely using online platform for students to prepare for their exchange program

ADDITIONAL EXPERIENCES

Guest Speaker, American Association of University Women Luncheon **Feb 2020**
Decatur, IL, USA

- Delivered a speech to 30 audiences about Vietnam, personal experience adjusting and adapting to the US lifestyle
- Addressed the importance and spread awareness about gender equality in the Vietnamese society and worldwide

PROJECTS

Developer, budgetify ([GitHub](#)) **Sep 2020 – Dec 2020**

- Developed functions including chart display and data storage for an iOS app that kept track of monthly transactions

Developer, HoverXchange ([GitHub](#)) **Jul 2020 – Nov 2020**

- Created a popup for HoverXchange – a Chrome extension that converts currency amounts on mouse hover using live exchange rates

AWARDS

Freshman Outstanding Student Award, Tabor School of Business **May 2019**

SKILLS

HTML/CSS, Python, Java, Swift, JavaScript, MySQL, Adobe InDesign, Adobe Illustrator, Adobe Photoshop