

1135 W Wood St Apt 1210
Decatur, IL 62522, USA

LAN DAO
landao2607.github.io

(510)289-7492
ldao@millikin.edu

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 Decatur, IL, USA <ul style="list-style-type: none">Bachelor of Science in Information Systems and Computer ScienceCumulative GPA: 3.759/4.0	Fall 2018 – May 2022
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EMPLOYMENT

Junior Consultant, Millikin University Performance Consulting Decatur, IL, USA <ul style="list-style-type: none">Implement website updates for 2 small businesses in the Decatur community using HTML and CSS.Responsible for software consultation regarding storing more than 1000 large media files for a small local business	Jan 2021 – Present
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Graphic Designer, Millikin Creates Decatur, IL, USA <ul style="list-style-type: none">Design graphics for local clients ranging from magazine illustrations to book layout using Adobe Creative Suite	Jan 2021 – Present
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International Student Specialist, Center for International Education Decatur, IL, USA <ul style="list-style-type: none">Organize and implement International Orientation each semester for more than 50 incoming studentsKeep records for more than 150 domestic study abroad students and over 50 global partnerships annuallyAssist the office with filing duties including, but not limited to, emails, presentations, formal letters, and phone calls	Aug 2019 – Present
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Math Enrichment Program Tutor, Millikin Math Center Decatur, IL, USA <ul style="list-style-type: none">Assist walk-in students with solving math problems in various topics of algebra and calculus	Sep 2018 – Present
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Data Analyst Intern, Center for International Education Decatur, IL, USA <ul style="list-style-type: none">Assessed the data collected through 3 international programs and created visualizations to identify trends, successes, and areas of improvementSet up Study Abroad Orientation remotely using online platform for students to prepare for their exchange program	Apr 2020 – Jun 2020
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ADDITIONAL EXPERIENCES

Guest Speaker, American Association of University Women Luncheon Decatur, IL, USA <ul style="list-style-type: none">Delivered a speech to 30 audiences about Vietnam, personal experience adjusting and adapting to the US lifestyleAddressed the importance and spread awareness about gender equality in the Vietnamese society and worldwide	Feb 2020
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PROJECTS

Developer, budgetify (GitHub) <ul style="list-style-type: none">Developed chart display and data storage functions using Swift for an iOS app that kept track of monthly transactions	Sep 2020 – Dec 2020
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Developer, HoverXchange (GitHub) <ul style="list-style-type: none">Created a popup with HTML and CSS for HoverXchange – a Chrome extension that converts currency amounts on mouse hover using live exchange rates	Jul 2020 – Nov 2020
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AWARDS

Freshman Outstanding Student Award, Tabor School of Business	May 2019
Margaret Sparks Award, Tabor School of Business, Millikin University 2021 Honors Convocation	April 2021

SKILLS

HTML/CSS, Python, Java, Swift, JavaScript, MySQL, Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Microsoft Office 365