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

LAN DAO

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PROFILE

Diligent, 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: 3.766/4.0

EMPLOYMENT

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 annually
- Assist the office with office and 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

Data Analyst Intern, Center for International Education   **Apr 2020 – Jun 2020**
Decatur, IL, USA
- Assessed the data collected through 3 international programs to identify trends, successes, and areas of improvement
- Set up Study Abroad Pre-Departure Orientation remotely using online platform for students to prepare for their exchange program
- Hosted 2 virtual sessions to address concerns and questions for 50 international students

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 as well as women's role in the Vietnamese society and worldwide

PROJECTS

Developer, money-tracker-app (GitHub)   **Sep 2020 – Present**
- Develop a mobile application for iOS devices that keeps track of monthly transactions

Developer, xchange-xtension (GitHub)   **Jul 2020 – Present**
- Co-develop a Google Chrome extension that converts currency amounts on mouse hover using current exchange rates

Software Inventory Consultant, Mari-Mann Herb Co., Inc.   **Aug 2019 – Dec 2019**
Decatur, IL, USA
- Collected and analyzed data on the company's local machines to solve the software-related issues and come up with recommendations for the client

AWARDS

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

SKILLS

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