

Matthew Cao

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TUTORING EXPERIENCE

Zien Tutoring

Remote, Zoom; Palo Alto, CA; Berkeley, CA

Founder and Pro bono Tutor

JAN 2021–MAR 2025



- Tutored UC Berkeley students for lower division chemistry, organic chemistry, and computer science courses foundational to degrees
- Led review sessions for class exams with small groups of students (2-4).
- Designed review content slides based on course syllabus, slides, and textbooks
- Nurtured students by encouraging them through areas of weakness by breaking down weaknesses piece by piece so they could gain confidence in understanding it
 - Created personalized practice questions based on past missed exam questions
- Managed all aspects of Zien Tutoring, including scheduling, communication,
- Created slides to incorporate all review and practice content, and used Zoom Whiteboard to walk through problems
 - Example Slides:  Teaching | Kevin Lee - Alg2/TrigH - Slides | 1 Apr 2021

Zien College Essay Workshop

Palo Alto, CA

Pro bono Counselor

MAY 2021–MAY 2023

- Analyzed essay prompts to write out key requirements and objectives for students.
- Developed clear and concise thesis statements to guide the essay's direction.
- Created detailed outlines outlining the structure and flow of the essay.
- Created free, accessible essay writing templates to help students get started
 - Example Template:  Example Supplemental Essay Template
- Wrote an extensive guide for students who were unable to accommodate 1-on-1 meetings or any other students who worked better with written resources
 - Guide:  Essay Writing Guide
- Revised essays asynchronously, online synchronously, or in-person meetings.
- Resources reached +1000 students across the local school district.

EDUCATIONAL COMMUNITIES

Math 54 Linear Algebra Discord Server

Online

Creator and Moderator

FALL 2022

- Organized and moderated an online community of 1,500+ students to facilitate peer support with lectures, homework, and discussion materials.
- Distributed free educational resources to support disadvantaged students and enhance their understanding of course content.
- Managed community moderation, proactively removing spam, addressing harassment, and maintaining academic integrity among members.

Last updated 5 May 2025

TEACHING EXPERIENCE

Junior Care Clinic

East Bay area in CA

Public Health Volunteer, Director of External Affairs

SEP 2024–PRESENT

- Designed and presented nutrition curricula to classrooms in underserved communities schools, empowering students with essential wellness education.
- Wrote and researched crucial health and preventative care as an additional resource for visited communities to learn from after our presentations.
- Designed and developed the official website jcclinic.org for the Junior Care Clinic, implementing a clean, accessible layout, responsive design, and user-friendly navigation
- Led a group of five people in designing graphics, social media accounts, and outreach announcements

FLEX Speech and Debate Camp

Remote

Assistant Instructor

SUMMER 2020, SUMMER 2021

- Led breakout rooms of 5-6 students to teach complex concepts that required in-depth practice and interactive instruction
- Organized 1-on-1's to support shy students who needed additional confidence and guidance by creating study groups for collaboration
- Students reapplied for additional summer camps so I could teach them again.

Paly Speech and Debate Camp

Palo Alto, CA

Camp Counselor

SUMMER 2020, SUMMER 2021

- Led classrooms of +15 students about speaking up, confidence, logic, reasoning, and persuasion.
- Guided smaller group discussions about their interests and how they would be able to express that through speech.
- Organized 1-on-1's to support shy students who needed additional confidence and guidance by creating study groups for collaboration

TECHNICAL SKILLS

- Website Design (HTML/CSS, jQuery)
(drawntoscale.berkeley.edu, jcclinic.org, mattzcao.github.io)
- Programming (Java, Python, Javascript, Scheme, SQL)
 - react.js, jquery
 - matplotlib, pandas, sklearn, torch
- Curriculum design and personalization
- Desmos, WolframAlpha, MATLAB
- Zoom/Google Meet
- Google Office (Docs, Sheets, Slides, Sites)
- Graphic Design (Adobe Photoshop, Illustrator; Canva)