

## MATTHEW CAO

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### Teaching Experience

#### Junior Care Clinic

East Bay area in CA

*Director of External Affairs, Public Health Volunteer*

SEP 2024–PRESENT

- Designed and presented nutrition curricula and workshops to under-served schools and communities
- Wrote and researched follow-up articles to deepen understanding of school health workshop, promoting continued learning and engagement beyond initial workshop
- Developed the official website [jeclinic.org](https://jeclinic.org), implementing an accessible layout and mobile-responsive design
- Led a group of five people in designing graphics, social media accounts, and outreach announcements

#### 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
- Led review sessions for class exams with small groups of students (2-4)
- Tailored slideshows based around student areas of weaknesses and used Zoom whiteboard to walk through problems
  - Example Slides: [Teaching | Kevin Lee - Alg2/TrigH - Slides | 1 Apr 2021](#)
- Managed all aspects of Zien Tutoring, including scheduling and communication

#### 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
- Created free, accessible essay writing templates to guide students for college applications
  - Example Template: [Example Supplemental Essay Template](#)
- Led students through college application process with extensive guide [Essay Writing Guide](#) and 1:1 meetings
- Reached 1,000+ students across the local school district.

### Educational Communities

#### Math 54 Linear Algebra Discord Server

Online

*Creator and Moderator*

FALL 2022

- Organized an online community of 1,500+ students to facilitate peer support for lectures, homework, and discussions
- Distributed free resources to support disadvantaged students and enhance their understanding of course content.
- Moderated by proactively removing spam, addressing harassment, and maintaining academic integrity

### Technical Skills

- **Website Development:** HTML/CSS, jQuery, React.js
- **Programming:** Python (NumPy, Pandas, Matplotlib) Java, Javascript, Scheme, Python, SQL, Git
- **Creative Tools:** Adobe Photoshop, Adobe Illustrator, Figma, Canva, Public Speaking
- **Curriculum Design:** Worksheets, Slideshows, Exam Review, Flashcards, Articles
- **Math Tools:** Desmos, WolframAlpha, MATLAB
- **Communication:** Zoom/Google Meet
- **Google Office:** Docs, Sheets, Slides, Sites