

# MICHELLE CHI

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## EDUCATION

<b>California Polytechnic State University, San Luis Obispo</b>	Bachelor of Computer Science Expected Graduation: June 2025 Overall GPA: 3.31 Relevant Coursework: Data Structures, Systems Programming, Discrete Structures, Computer Architecture, Database Systems, Machine Learning	September 2021 - Present
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## SKILLS

**Programming Languages:** Python, Java, C, ARM Assembly, HTML, CSS, R, SQL, React, JavaScript, MongoDB  
**Software Skills:** Canva, Adobe Creative Cloud, Figma, Microsoft Office: Docs, Excel, PowerPoint, SharePoint, PowerBI  
**Development Tools:** Visual Studio Code, IntelliJ, Vim, Git, Jira, Slack  
**Languages:** Fluent in English, Proficient in Cantonese, Basic Knowledge in Spanish and Mandarin

## WORK EXPERIENCE

- Cal Poly College of Engineering – Web Data Entry Assistant;** San Luis Obispo, CA April 2024 – Present
- Enhanced office organization within the Dean's Department by implementing streamlined processes using PowerBI and SharePoint, resulting in improved efficiency and accuracy in faculty and staff assignments.
  - Utilized Python scripts to automate data sorting and manipulation tasks, ensuring data integrity across multiple spreadsheets and databases.
  - Provided technical support and documentation to departmental staff, enabling independent data analysis and management for ongoing operational needs.
- Cal Poly Information Technology Services – Client Services Student Assistant;** San Luis Obispo, CA June 2023 – Present
- Provide technical assistance through configuring and deploying new hardware, software, printers, and computing account management, utilizing Active Directory and Group Policy.
  - Image, prepare, and install a variety of computing devices including state-owned computers, laptops, and mobile devices using SCCM.
  - Troubleshoot network connections, hardware, and software issues on a variety of computer systems (Windows/Mac) across campus.
  - Documenting all department tickets, issues, data, and customer interactions using Atlassian JIRA and Confluence.
- Kumon Math and Reading Center – Math and Reading Tutor;** Huntington Beach, CA October 2020 – August 2021
- Provided tailored academic assistance to students from elementary to high school, fostering a supportive learning environment and ensuring their progress toward educational goals.
  - Delivered comprehensive tutoring by meticulously reviewing and correcting completed math and reading assignments while allowing students to grasp concepts at their own pace.
  - Efficiently managed front desk responsibilities by preparing assessments and engaging in constructive conversations with parents by regularly sharing valuable insight into individual students' progress and development within the program.

## PROJECTS

- PolyBuddy – JavaScript, React, Node.js Express, MongoDB, HTML, CSS, Microsoft Azure CI/CD** May 2024
- A mobile app designed to seamlessly guide users to their desired destinations. With intuitive and user-friendly features, PolyBuddy aims to help university students and staff navigating the sprawling Cal Poly SLO campus, enhancing the overall campus experience.
  - Spearheaded the development of implementing authentication and intuitive features such as a schedules page with React calendar component for visualizing classes and a map search page powered by Google Maps API for seamless navigation to class buildings.
  - Engineered Mustang Shuttle feature integration, enabling users to effortlessly track shuttle locations and stops while designing user profile page for personalized settings management within the app.
- Library Management System – JavaFX, MySQL** December 2023
- Spearheaded the creation of a Library Management System using JavaFX and MySQL, delivering a user-friendly interface for users and admin.
  - Developed key functionalities, including user and admin login, book and copy management, seamless checkout and return processes, user-friendly book search capabilities, automated fines calculation for late returns, and an efficient admin interface.
  - Integrated a MySQL database for secure data storage and utilized a tech stack including Java, SQL, Git, and JavaFX to optimize library operations.

## LEADERSHIP EXPERIENCE AND ACTIVITIES

### Epic Movement SLO

Epic Movement is a Christian organization focused on engaging college students and young adults in spiritual growth, community service, and leadership development. Through various activities, events, and resources, Epic Movement seeks to empower young adults to explore and deepen faith in meaningful ways.

- Outreach Lead** June 2023 – Present  
Orchestrating events designed to foster community and spiritual growth within our fellowship of 150+ members. My role encompasses newcomer outreach and dissemination of the gospel, underpinned by a commitment to inclusivity and integration. Planned a campus-wide Cal Poly Prayer and Worship Night where 700+ students attended an evening of speaker sessions and worship sets.