

# Mindy Chen

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## Skills

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**Languages:** Java, HTML, CSS, JavaScript, C, Racket

**Frameworks and Libraries:** React, jQuery, Bootstrap

**Developer Tools:** VS Code, GitHub

## Projects

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**Expense Tracker** | <https://mindychxn-expense-tracker.netlify.app>

- Built an **interactive** monthly expense tracker web application with **React, HTML, CSS, and JavaScript**
- Constructed **dynamic** chart **based on data set** allowing users to visualize monthly expenses
- Implemented **useState/props** for functionality of expense form and to update user's expense list

**Personal Website** | <https://mindychxn-personal-site.netlify.app>

- Designed and programmed personal website using **HTML** and **CSS** to showcase projects
- Implemented stimulating shooting star and glowing animations using **keyframes** in **CSS**
- Created responsive flexboxes with appealing hover transitions for project portfolio using **CSS**

**Simon Game** | <https://mindychxn-simon.netlify.app>

- Designed and developed memory game "Simon" using **JavaScript, jQuery, HTML, and CSS**
- Programmed game functionality and manipulated **HTML** and **CSS** animations using **jQuery**
- Added sound effects to game functions like onClick with **JavaScript** to **enhance UX**

## Experience

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**Administrative Intern** | *Unilock*

*June 2022 – August 2022*

- Processed invoices with Microsoft NAV and analyzed/performed budget calculations with Excel
- Executed and balanced administrative tasks including purchasing equipment and arranging for pickups
- Corresponded with vendors, suppliers, customers, and colleagues using strong time management and verbal communication skills to direct individuals through phone calls and emails
- Adapted to new roles quickly, taking over all duties and responsibilities by second week

**Customer Service Associate** | *Sport Chek*

*June 2021 – August 2022*

- Assisted and guided **70+ customers** a day by providing information about products/promotions
- Fostered interpersonal relationships with patrons and garnered **12 reward program registrations**
- Delegated responsibilities with adept organizational/collaboration skills in fast-paced environment
- Trained **two new associates** in stock organization, floor maintenance, and Covid-19 protocols

**Academic Tutor** | *Self-Employed*

*September 2020 – June 2022*

- Excelled in teaching students Advanced Functions, Calculus, Physics, and Economics
- Achieved increased test and assignment scores of **10-20%** through effective and concise teaching
- Adapted to and accommodated the different learning needs of students to optimize understanding
- Communicated feedback quickly and effectively to target weaker areas of comprehension

## Education

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**University of Waterloo**

Candidate for Bachelor of Computer Science (GPA: 3.88)

*September 2022 - Present*

*Graduating 2027*