Olivia Chan

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OBJECTIVE

Looking for an internship by the summer of 2024 within the field of computer science.

EDUCATION

Virginia Tech - Blacksburg, VA

Expected May 2025

> Bachelor of Science in Computer Science, Minor in Human Computer Interaction, Current GPA: 3.79.

Syosset High School - Syosset, NY

Jun 2021

> High School Diploma, Graduated with honors.

EXPERIENCE

Web Design Intern, Virginia Tech Carilion School of Medicine, May 2023 - Present, Remote

- > Migrate website content to new content management system (WordPress to Adobe Experience Manager).
- > Test and share design options with TEACH team members.
- > Organize and display content to improve user experience.

Galipatia Leadership Team, Center of the Enhancement of Engineering Diversity, May 2023 - Present, Blacksburg, VA

- Lead a class of 8 students to instruct them on their assignments and obligations for their role as a UCL member.
- Help students transition well from high school to college.
- > Explore areas of professional developments for students, as intended engineers, with a focus on topics of diversity.

Undergraduate Teaching Assistant, Virginia Tech Computer Science Department, May 2023 - Jun 2023, Blacksburg, VA

- > Assisted students, through office hours, with coursework and aided in development of assignments.
- > Worked side-by-side with the professor and TA's to monitor online course forums and address student's concerns.

Front Office Worker, Center of the Enhancement of Engineering Diversity, Aug 2022 - May 2023, Blacksburg, VA

- Assist in organizing data on Microsoft Excel and creating advertisement material.
- > Help with events, material management, and other task requests.

Business Development Associate, BLN24, Jun 2022 - Aug 2022, Tysons, VA

- > Worked within a 5 person team to participate in capturing opportunities for BLN24 to create client success through technologists and relationships.
- > Reached out to possible candidates to schedule interviews and facilitate further communications.
- > Assisted in the adjustments of the triage deck and possible opportunities that pertained to BLN24.

LEADERSHIP

Co-President, Club Jump Rope at Virginia Tech, May 2023 - Present, Blacksburg, VA

- > Work alongside the other president to maintain the organization's paperwork and documentation.
- Manage the social media accounts and facilitate organization recruitment.

UX Committee Organizer, VTHacks, Feb 2023 - Present, Blacksburg, VA

- > Plan, design, and schedule engaging workshops and fun mini events throughout the hackathon.
- Maintain engagement with other student organizations through collaborative workshops.

Public Relations Chair, Association for Women in Computing, May 2022 - Present, Blacksburg, VA

- > Manage the social media accounts and send out the weekly email to the listsery.
- > Reach out to other organizations to collaborate and publicize events.

SKILLS