Siran Cao

37 Jaffna Ln, Markham, ON L6C 0X7

(647) 764-1309 | siranchao@gmail.com | LinkedIn: Siran Cao | GitHub: siranchao

Objective:

Seeking an IT related Coop opportunity in a competitive business environment where I can contribute my knowledge, sharpen my skills, and gain further industrial experience.

Highlights:

- Five years of experience in tech companies specialized in HR functions
- Good at strategic planning, analyzing, and project management
- Solid academic performance with overall GPA 4.0 in computer programming
- Able to work under pressure and adapt fast-changing environment
- Supportive team player, good communication and collaboration skills

Technical Skills:

Programming Languages	C, C++, JavaScript
Database Management	SQL, Oracle, MySQL, MongoDB
Web Development	HTML5, CSS, JavaScript (ES6), Bootstrap, node.js, express.js
Operating System	Windows, Linux/Unix
Other Tools	Git, Visual Studio, MS Office, Heroku

Education:

Computer Programming and Analysis Diploma (Co-op)   2021 - Present

Seneca College, Toronto, Canada

- Relevant courses: Programming foundations using C/C++, Object-oriented programming, Database management using SQL and Oracle, Front-end/back-end web dev, TCP/IP data communication, and Cyber security etc.
- President's Honor List Summer 2021
- President's Honor List Fall 2021

Master of Business in International Business   2013 - 2015

University of Queensland, Brisbane, Australia

Bachelor of Business Management in Marketing   2009 - 2013

University of Queensland, Brisbane, Australia

Projects:

Personal Portfolio Webpage

url: *https://codepen.io/siranchao/pen/eYGobqy*

- A fully functional website displayed a portfolio of my works (mini projects & apps). Using HTML, CSS, JavaScript, Git, Heroku etc.

Seneca Library Application

url: https://github.com/siranchao/OOP244/tree/main/Final_Project

- Using C++ and object-oriented programming skills to create a simple C++ application simulates the library system. The app can search, add, and modify library loans by CLI

Mini HR Management Program

url: https://github.com/siranchao/DBS211/tree/main/Final_Project

- Developed a simple application using C++ and Oracle OCCI to build connection and interact with database. Use SQL to query employee information, able to search, add, and modify database

Work Experience:

Human Resource Manager (HR Business Partner)

Trip.com – Accommodation Business Group, Shanghai, China   2017 – 2019

- Supported HR operations for oversea business with over 600 employees across 16 countries. Achieved 97.5% recruitment target and two consecutive year double-digit growth
- Analyzed monthly & quarterly talent reviews and performance assessments
- Implemented C&B policies, salary framework, and incentive plans; reduced HR expenses by 12%
- Collaborated and managed employee relations, 30+ compliance cases resolved
- Operated HRIS and initiated weekly and monthly data analysis

HR Project Manager

Envision Group, Shanghai, China   2016 – 2017

- Specialized in company's annual campus recruitment project and trainee program
- Initiated and completed full-life cycle recruiting and training process for 430 new grads in total

Human Resource Specialist

Envision Group, Shanghai, China   2015 – 2017

- HRIS development including recruiting system deployment and maintenance
- Monitored and operated official SNS accounts and online assessment system
- Designed and implemented training programs and corporate cultural events

Additional Information:

Interests: Cooking, video gaming and pets

Citizenship: Permanent Resident

Language: English, Mandarin