# **KEITH CAO**

#### COMPUTER PROGRAMMING & ANALYSIS AT SENECA COLLEGE

### **EDUCATION**

Computer Programming & Analysis 2023 | Seneca College (GPA: 4.0) Bachelor of Science, General Science 2021 | University of Waterloo

### SKILLS

Languages: HTML, CSS, SQL, C, C++, JavaScript, Python

Tools: Git, Linux, Oracle, SSH, Visual Studio

## **PROJECTS**

SQL/Excel Automation Feb 2022

- Created a **Python** script that automates the creation of **Excel** sheets from an **SQL** database and another script to copy from worksheet to worksheet
- Copy script selectively copies rows and columns from one worksheet to another without needing to access database to simulate client-side privileges
- Both made efficient by writing from application to application without storing any data in the program during run time

Personal Website Dec 2021

- Advanced knowledge of **HTML** and **CSS** gained from building website from scratch without third-party applications or frameworks
- Made accessible by implementing media queries to accommodate both computers and mobile devices
- Created responsive and aesthetic webpage using JavaScript and CSS animations that brought it to life

## **EXPERIENCE**

Teaching Assistant Dec 2019

- Prepared lab procedures and set up laboratory equipment to accommodate inexperienced students
- Supervised students conducting the lab experiment to ensure lab and safety procedures were followed
- Trained communication skills by assisting students through the process of chemical lab techniques

#### Assistant | Delisle Court Management

May 2019 - Aug 2019

- Adept organizational skills learned from updating financial records of many tenants in multiple Excel worksheets
- Responsible for planning my supervisor's schedule along with my own, enhancing my time management skills
- Collaborated with head accountant in reconciliation of company's year-end statements, allowing me to see the significance of teamwork

#### Barista | Gong Cha

Sep 2017 - Aug 2018

- Practiced ability to learn quickly and work effectively under pressure by handling cash and orders
- Developed strong communication skills from accommodating unsatisfied customers as well as coworkers
- Acquired leadership skills from training new employees on providing customer service and barista skills

#### **AWARDS**

- Seneca College President's Honour List
- University of Waterloo Bachelor of Science Degree
- University of Waterloo Dean's Honour List
- University of Waterloo Merit Scholarship