

Zihe Zhang

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github.com/zihezhang

Experience

Administrative Assistant | [Manying Consulting](#)

May 2019– Aug 2019

- Prepared, updated, and organised administration files including CAD drawings, transmittals, comment response sheets
- Verified, updated and corrected documentation prior to sending files to clients

Server | [CNE - Oriental Express](#)

Aug 2019

- Collaborated with co-workers to ensure best service for over 130 customers each day
- Interacted with customers to provide quality service

Vice President | [Thornhill Election Committee](#)

May 2018– June 2019

- Built and introduced an online voting system through Google forums and Google sheets, decreasing time to process votes by 6 hours
- Led a team of 18 individuals to run annual school body election, which over 1200 students attended
- Managed applications, meetings and workshops for election candidates

Head Layout Director | [School Newspaper](#)

Sep 2017– Jun 2019

- Responsible for leading a team of 4 students to publish award-winning school newspapers that reaches 2000 students, parents and members of the community
- Formulated a layout guide on Microsoft Publisher and updated master files to optimise time spent on layout for future issues

Education

Candidate for B.A.Sc. in Electrical Engineering

University of Waterloo, Expected Graduation 2024

Skills

Development: Java, C++, Python, HTML, CSS, JavaScript

Tools: Git, MS Excel, MS Publisher, Photoshop, AutoCAD, Figma

Projects

Personal Website - Dec 2019

[HTML](#), [CSS](#), [JavaScript](#)

- Designed and built a personal website containing portfolio of skills and interests using HTML and CSS and JavaScript

Student Connect - July 2019

[HTML](#), [CSS](#)

- Prototyped a tool that connects students, teachers, and tutors, to help educators better succeed in classes
- Used HTML and CSS to make smooth, and easy to use user interface

Mario Poker - June 2019

[Java](#), [HTML](#), [Photoshop](#)

- Created a simplified Mario themed poker game using Java and HTML
- Designed custom game sprites using Photoshop

Pizzeria Game - June 2018

[Java](#), [Photoshop](#)

- Created a virtual pizza making game for kids using Java