

# Xiao (John) Chen

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Your name should be big and noticeable at the top of your résumé. You can use your given name and/or your alternative American name, if you have one.

Contact information can include phone number, email, physical/mailling address, international address, LinkedIn URL, or URL to online portfolio. Do not include height, weight, date of birth/age, gender, martial status or other personal information that could be cause for discrimination.

Do not include photos on or attached to your résumé or cover letter.

If your GPA was on a 10-point scale, you can use online converters to change it to the 4-point scale used in the United States (vice versa for using your American GPA when applying in other countries).

Tailor your headers to catch employers' eyes with relevant key words.

## EDUCATION

Oregon State University

**Bachelor of Science, Electrical Engineering and Computer Science**

GPA 3.85

December 20XX

Corvallis, Oregon  
United States

Tsinghua University

**Emphasis in Computer Science**

GPA 3.90

December 20XX

Beijing, China

## COMPUTER SCIENCE PROJECTS

### Program Writing

- Collaborated with small group to write a program usable by clients on a mass server to be fictionally implemented into an office or other work/team setting
- Used program to explain how server could protect information and accounts, as well as manage high work load and storage

Fall 20XX

### Web Development

- Coordinated group of four to create a new web application allowing users to upload photos of any species of tree, flower or other botanical life and generate extensive information and history
- Coded and analyzed program to regularly assess and address glitches, limitations and weaknesses based on group discussion

Spring 20XX

### Data Analysis and Structuring

- Developed system of analyzing, recording and storing over 50 GB of data pulled from a web application
- Analyzed coding structure of ten different databases, identifying areas of improvement to write a comprehensive evaluation, including new implementations and corrections to increase capacity, productivity and decrease margin of error

Fall 20XX

## SKILLS

**Languages:** Mandarin

**Coding:** SQL, C++, C#, Java/JavaScript, PHP, Python, IOS

## WORK EXPERIENCE

### Technical Specialist

Apple Store, Xidan Joy City

June 20XX – Dec. 20XX

Beijing, China

- Diagnosed 50-100 computer, laptop, tablet and phone viruses and glitches every day, recommended correction options and fixed devices in-store
- Maintained knowledge of new technology and programs via corporate and in-person research to ensure advice to clients was accurate and updated