Jinhao Xie

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EDUCATION

University of Toronto **(2021 - 2025)**
Honours Bachelor of Science with High Distinction, major in mathematics, minors in Education & Society and sociology *Toronto, ON*
- Cumulative GPA: **3.87/4.0**

University of Toronto **(2025 - 2026)**
Graduate Studies in Education *Toronto, ON*
- Completed graduate-level coursework in teachers education and pedagogy and curriculum development.

WORK EXPERIENCE

Neo Financial **Sept. 2026 - Present**
Sales Representative *Toronto, ON; Part-Time*
- Drove client acquisition by promoting personal financial products and account solutions.
- Managed and incentivized customer referrals, successfully expanding outreach and acquiring new client sign-ups.
- Maintained 100% compliance standards across mandatory Infosec and regulatory training during sales operations.

X Tutoring **Aug. 2026 - Present**
Founder *Toronto, ON; Part-Time*
- Independently founded and built a tutoring company from the ground up, managing end-to-end operations across web development, brand marketing, and talent recruitment.
- Designed customized academic curricula and instructional frameworks tailored to diverse student learning goals.
- Oversee all client relationships, administrative scheduling, and business growth strategy while maintaining top-tier satisfaction standards.

Extraordinary Alien Club **Oct. 2024 - Nov. 2025**
Executive Assistant *Hybrid; Part-Time*
- Orchestrated cross-functional operations spanning finance, human resources, and project coordination, directly supporting scalable company growth and operational stability.
- Served as the primary point of contact for internal and external stakeholders, streamlining communication across departments to ensure project alignment and efficient workflow management.
- Executed complex administrative and strategic projects, including corporate card reconciliation and pipeline tracking, to drive operational efficiency in a high-growth startup environment.

Dr. Eric Jackman Institute of Child Study (Robertson Program) **May 2023 - Aug. 2025**
Program Assistant *Hybrid; Part-Time*
- Improve and maintain the Online Playful Math (OPM) guidebook used by instructors, mentors, and mentees.
- Create content for and manage the Robertson Program YouTube channel and its video analytics.
- Develop comprehensive lesson plans and lesson series that reflect curriculum standards.

GoStudent **Apr. 2022 - June 2025**
Academic Tutor *Remote; Part-Time*
- Create an intellectually stimulating environment that fosters development socially, emotionally, and academically.
- Adapt teaching style to a vast range of learning styles, learning goals, and learning objectives.
- Communicate clearly and effectively with the guardians of students regarding learning progress.

Statistics Canada **June 2021 - Aug. 2021**

Census Enumerator *Toronto, ON; Part-Time*

- Interacted with respondents through visits and phone calls to over 1000 units in the M2J postal code area.
- Followed strict confidentiality laws and guidelines while conducting census interviews.
- Completed over 80 census census forms with respondents during the Non-response Follow-up (NRFU) period.

DanSummit **Apr. 2020 - Nov 2021**

English Mentor *Remote; Part-Time*

- Conducted weekly virtual one-on-one tutoring sessions with elementary-age students in China.
- Assigned and checked homework that included reading, writing, and comprehension exercises.
- Elevated the student learning experience through interactive games, lessons, and activities

VOLUNTEER EXPERIENCE

Dr. Eric Jackman Institute of Child Study (Robertson Program) **Sept. 2023 - Dec. 2023**

Online Playful Math Youth Mentor *Remote*

- Mentored two high school students in conducting OPM sessions throughout the Fall 2023 session.
- Fostered a comfortable learning environment conducive to the development of the mentees' teaching abilities.
- Provided consistent and constructive feedback to improve educational techniques and engagement.

Dr. Eric Jackman Institute of Child Study (Robertson Program) **Mar. 2023 - Dec. 2023**

Online Playful Math Instructor *Remote*

- Create a welcoming learning environment for groups of grade school students from underserved communities.
- Facilitate inquiry-based learning via lessons that cultivate critical thinking skills conducive to success in STEM.
- Collaborate with coordinators and instructors to develop innovative strategies for improving the OPM program.

Victoria College Student Helpers **Sept. 2023 - Sept. 2024**

Head of Recruitment *Remote*

- Manage recruitment process, including creating job postings, interviewing applicants, and responding to inquiries.
- Maintain strong communication with volunteers and ensure a positive volunteer experience.
- Collaborate with the organization's leadership to align recruitment strategies with overall goals and objectives.

A.Y. Jackson Secondary School (TDSB) **Jan. 2023 - Apr. 2023**

Volunteer Intern *Toronto, ON*

- Developed lesson plans and evaluations that facilitate student-centred learning and reflect curriculum standards.
- Assisted with grading and assessment by providing constructive feedback on tests, quizzes, and assignments.
- Engaged in ongoing professional development and stayed updated with best practices in mathematics education.

The Halifax Helpers **Nov. 2022 - May 2023**

Academic Tutor *Remote*

- Created a welcoming and friendly online learning space for grade school students in Halifax.
- Constructed lesson plans for students and developed activities to complement the academic material being taught.
- Provided feedback to students' parents or guardians and identify strengths and areas of improvement.

BridgeTO Youth **Oct. 2021 - Apr. 2023**

Academic Tutor *Remote*

- Created a welcoming and friendly learning environment for high school students in underserved communities.
- Provided advice, guidance, and mentorship to students through tutoring sessions.
- Communicated effectively between various departments and leads, as well as to volunteers and students.

Ontario Science Center **June 2018 - Aug. 2018**

Recreational Program Volunteer *Toronto, ON*

- Supervised and entertained children between the ages of 5 to 7 years during a summer camp program.
- Encouraged positive attitude and fostered the development of positive character attributes.
- Assisted with the delivery of science programs and recreational activities in indoor and outdoor settings.

NET Basketball **Sept. 2017 - Nov. 2025**

Basketball Program Assistant *Toronto, ON*

- Coached technical skills to over 50 players between the ages of 5 to 16 from the local community.
- Refereed and coached during house league basketball games and tournaments.
- Led warm-ups during the beginning of practices and developed various drills aimed at skills development.

University Settlement **June 2017 - Aug. 2017**

Summer Camp Volunteer *Toronto, ON*

- Facilitated and supervised daily activities for campers aged 9 to 13, including arts and crafts and sports.
- Collaborated with staff to implement safety protocols and procedures, ensuring the well-being of all campers.
- Assisted with cleaning and organization throughout the day including before, during, and after camp.

HONOURS AND AWARDS

- Dean's List Scholar 2021 - 2025
- GoStudent Tutor of the Month, Sept. 2022
- Toronto Science Fair Bronze Medalist, Apr. 2019