

# Tongzhou Song

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## EDUCATION

**Bachelor of Arts, University of Alberta**

Completion: Dec 2021

- Specialization: **Linguistics and Economics**
- Key classes: Psycholinguistics, Child Language acquisition, Money and Banking, Macroeconomics, Chinese Economic Development, Introduction to Sustainability
- Certifications: CSC Candidate (EXAM 1 scheduled Nov. 2022)

## WORK EXPERIENCE

**Project Assistant**, Zhengzhou Eastar Information Technology Co., Ltd, Zhengzhou China

Jul 2021- Sep 2021

- Assist the project administrator to conduct project docking with Professor Yu from the Department of Mathematics of the Zhengzhou University of Aeronautics. Ensure the conversion of the project from the hardware parameter reading test to the AI algorithm feasibility test.
- Communicate with the high-speed railway department of China Railway Zhengzhou Group Co., Ltd., and conduct actual assembly tests while ensuring the safe operation of high-speed railway lines. Write the minutes of the negotiation meeting between the two companies.

**Sales Team Lead**, Blue Key Edu., Edmonton

Aug 2019- Dec 2019

- Supervise sales staff of 5, work as a team to meet sales KPI. Responsible for resolving customer complaint problems. Monitoring competitor activities and responding to consumer needs.
- Plan and hold sales event which attracts over 40 potential customers and converts 80% of them into long-term royal customers.

**Mutual Fund Intern**, China Merchants Bank, Shanghai China

Jun 2018- Aug 2018

- Provided bank accounts and credit card services to an average of 30 customers daily in the retail banking department.
- Learned and monitored 20 daily trades in specific accounts to ensure cash accuracy in funds.
- Reported to program manager daily about customer experience feedbacks.

## EXTRACURRICULAR ACTIVITIES AND VOLUNTEER EXPERIENCES

**Ski Patrol Training**, Edmonton Area, Canadian Ski Patrol

Oct 2020 - Present

- Patrol at local ski resorts.
- Participated in advanced first aid skills training and on snow procedures.

**Ski Instructor & Snowboard Instructor**, Edmonton Area, CSIA & CASI

Jan 2018 - Present

- Deliver lessons that meet CSIA or CASI standards to students and ensure student safety

**VP Event**, UACSSA (Chinese Students and Scholars Association), University of Alberta

Aug 2017- Aug 2018

- Managed a team of 20 people and planned and coordinated campus-wide cultural events.
- Provided on time assistance to international students to improve their experience at University of Alberta.

## SKILLS AND INTERESTS

- **Language:** English(L2), Mandarin(L1)
- **Skills:** Proficient in Word, Excel and PowerPoint, Financial Modeling, Comprehensive Thinking
- **Sports:** Snow Sports, Swimming, Golfing, Fishing, Competition Shooting
- **Interests:** Economic Seminar (Summary and Forecast), Real Estate market trend, Craftsmanship, Sports Filming