

AVELYN WOON

CONTACT

+1 (647) 657-1524
avelyn.woon@gmail.com
<https://avelynw.github.io>
<linkedin.com/in/avelyn-woon>
<github.com/AvelynW>

PROFESSIONAL PROFILE

With a lifetime of amateur experience in photography, drawing, and programming, Avelyn combines her international exposure, creative side, and technical skills to create accessible, intuitive, and striking designs.

EDUCATION

Algonquin College (2023–2025)
Diploma in Computer Programming
(Expected)
Google UX Design Professional Certificate (2022)
University of Toronto (2015–2019)
Honours Bachelor of Arts
2 Majors: Public Policy, City Studies
1 Minor: Public Law

ADDITIONAL SKILLS

Adobe Acrobat, Calendly,
Canvas, Qlik Sense,
SurveyMonkey, Zoom

95%

Asana, G Suite, Microsoft
Excel, Outlook,
PowerPoint, Word, Slack

90%

Adobe Photoshop

80%

Figma, Microsoft Power
Automate, Teams

70%

Adobe XD, WebFlow,
WordPress

65%

CSS, HTML, Python

60%

JavaScript, Visual Basic

50%

Adobe Illustrator, Blender,
Funelll

30%

PROFESSIONAL EXPERIENCE

SALES ASSOCIATE

Jan 2023 — Present

Pet Valu – Stouffville, Ontario

- Familiar with the POS system, including exchanges, refunds, splitting payment methods in a single transaction, charitable donations, tax exemptions, loyalty programs, special promotion days, manufacturer's coupons, gift cards management, purchase history, item lookup, etc.
- Receives delivery orders, counting actual stock received and completing receiving documentation in the system
- Regularly lifts and organises bags and boxes up to 40lbs each
- Knowledgeable about the care and nutrition of dogs, cats, birds, fishes, reptiles, and rabbits and other small animals

PRODUCT DESIGNER (UX/UI DESIGN) INTERN

Aug 2022 — Oct 2022

Smart Course – website: smartcourse.io

- Developed products to improve outcomes for people with learning disabilities in a startup which is B2B and B2C as well as building B2G relationships
- Troubleshooted website embed, interaction, formatting, and navigation problems through custom code
- Took ownership of team's OKRs and KPIs, and delivered in advance of deadlines with Agile Methodology
- Worked closely with serial entrepreneur founder who built and helped build more than a dozen 6-figure businesses, one of which with over \$2 million of funding commitment

OFFICE COORDINATOR

Jan 2022 — Mar 2022

Regional Geriatric Program of Toronto – Sunnybrook Hospital

- Managed Executive Director's calendar and email account, and supported the Central Office team
- Attended board meetings and wrote board minutes, and provided logistical support for Board of Directors and Board Executive meetings

- Did financial management for multiple cost centres, including processing invoices and flagging issues and/or discrepancies as they arise
- Assisted with new staff enrolment and payroll processes

ADMISSIONS EXECUTIVE (MBA & EMBA)

Oct 2019 – Oct 2021

National University of Singapore – Business School, Graduate Studies Office

- Received a performance bonus for first annual assessment from exceeding expectations
- Worked in a team that increased recruitment of part-time students by >100%, resulting in school's milestone of opening an additional class due to high influx
- Assisted in the interview process, as well as approval of offers, and the scholarship process, saving school thousands of dollars by spotting scholarship allotment errors
- Generated data analysis reports and submitted to senior management, Director, and Vice-Dean
- Led the digitisation of paper-heavy processes to enable working remotely, demonstrating initiative and adaptability
- Managed the admissions process for the MBA, EMBA, and MBA Double Degree programmes – selection, review, and assessment of applications, as well as verification of official academic qualifications for admission offers
- Liaised with partner universities on admissions process and handling of applicants for Double Degree programmes
- Onboarded and trained new staff to facilitate quick starts to their contributions to the office
- Supported recruitment events outside of office hours, exhibiting a team-player spirit

CREW MEMBER – FRONT COUNTER STAFF

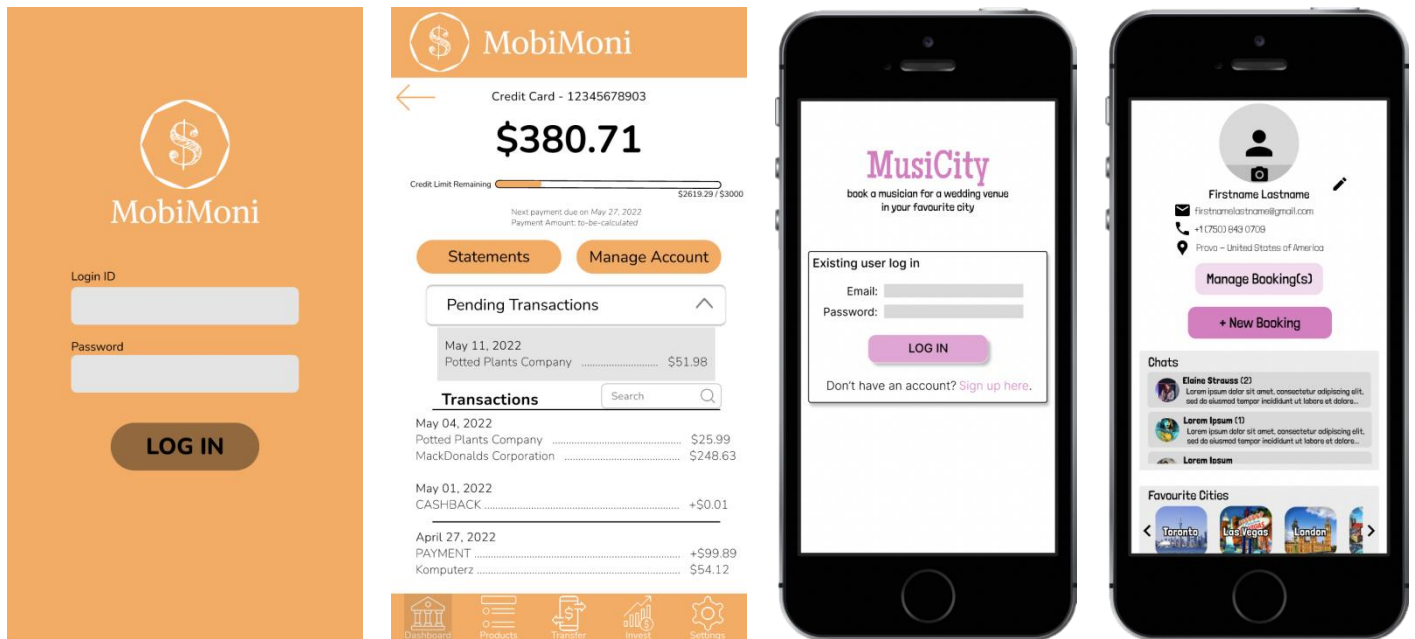
Oct 2016 – Apr 2017

McDonald's Corporation – Toronto, Ontario

- Demonstrated high reliability in fast and accurate order-taking and tendering of cash, card, and gift card payments in main role as cashier
- Fulfilled drinks and desserts orders while managing cashier responsibilities and also put food orders together when understaffed, proving ability to multitask in high-paced settings and handle orders from start to finish
- Friendly and cheerfully polite to all restaurant guests even when faced with difficult customers and provided personalised experiences for regular customers, exhibiting focus on excellent customer service especially through customer appreciation
- Listened attentively to customer concerns and appropriately rectified issues, further strengthening problem solving skills

Portfolio Examples

Sample Mobile Apps Screens (see [portfolio website](#) for links to interactable prototypes):



Sample Store/Product Pages:

