

# Avelyn Woon

Portfolio: <https://avelynw.github.io>  
LinkedIn: [linkedin.com/in/avelyn-woon](https://www.linkedin.com/in/avelyn-woon)

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## Achievements

- Worked in a team that increased recruitment of part-time students by >100%, resulting in business school's milestone of opening an additional class due to high influx; received a performance bonus for first annual assessment from exceeding expectations
- Provided 2000 pages' worth of copy editing and proofreading services for various materials
- Researched and analyzed data to create briefing book with policy recommendations presented and submitted to Toronto City Councillor Josh Matlow

## Soft Skills

- Strong verbal communication skills as well as attentiveness and patience proven from supervising and teaching children of varying ages (3-14) and maturities
- Ability to maintain a friendly demeanour despite difficult situations in order to diffuse tensions and ensure client satisfaction
- Highly reliable and detail-oriented shown through completing tasks in a timely manner with positive feedback from superiors

## Hard Skills

- Worked independently to create games and websites using Python, Visual Basic, JavaScript, HTML, and CSS
- Proficient software knowledge of Microsoft Excel, Outlook, PowerPoint, Power Automate, Teams, and Word, as well as Adobe Acrobat, Illustrator, Photoshop, XD, and Asana, Blender, Calendly, Canvas, Figma, Funelll, G Suite, Qlik Sense, Slack, SurveyMonkey, WebFlow, WordPress, and Zoom

## Education

**Algonquin College** - *Diploma in Computer Programming* (Expected) 2023 - 2025

*Google UX Design Professional Certificate* 2022

**University of Toronto** - *Honours Bachelor of Arts* 2015 - 2019

- 2 Majors: Public Policy, City Studies
- 1 Minor: Public Law
- Extracurriculars: Dragon Boat Team, Political Science Student Association

## Hobbies

Video games (modding and playing), playing musical instruments, working out, photography, climbing and board sports, jewellery and soap making, reading

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## Work 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, inventory adjustments, write-offs, store transfers, shipment receiving, etc.

*Product Designer (UX/UI Design) Intern*

Aug 2022 - Oct 2022

**Smart Course** - New York City, USA (Remote)

- Troubleshooted website embed, interaction, formatting, and navigation problems through custom code
- Managed SEO and improved accessibility of website
- Took ownership of team's OKRs and KPIs, and delivered in advance of deadlines with Agile Methodology

*Office Coordinator*

Jan 2022 - Mar 2022

**Regional Geriatric Program of Toronto** - Sunnybrook Hospital

- Did financial management for multiple cost centres, including processing invoices, reconciling accounts monthly, 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

- 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
- Led the digitization of paper-heavy processes to enable working remotely, demonstrating initiative and adaptability
- Managed the admissions process for the MBA, EMBA, and MBA Double Degree programs - selection, review, and assessment of applications, as well as verification of official academic qualifications for admission offers
- Onboarded and trained new staff to facilitate quick starts to their contributions to the office

*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