Cecilia Tse

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# **Education**

York University, Fouth Year Started in Sept 2019 - Present

Business, Information Technology, E-commerce

* Work with salesforce in ADMS2511
* Work with MATLAB in ITEC2600
* Work with MySQL in ITEC3220

# **Work Experience**

## Jan 2023 – August 2023

Weed Man

Business Analyst (4 Month Internship Extended for another 4 Month)

* Demonstrated problem solving and decision-making through data analysis and report auditing through company’s software and excel
* Communication and collaboration with senior leadership
* Time management and multitasking in a fast-paced environment
* Improved on data analysis skills
* Documented any irregularities through doing quality control and inspection of teams and services

## May 2022- October 2022

Mosaic – Digital Main Street

E-Commerce Advisor (4 Month Internship)

* 1:1 support building and launching a customized online store
* Provided education on cybersecurity and readiness planning to clients
* Proven ability to create meaningful relationships and nurture those relationships over time
* Assist small business with their problems and questions
* Perform daily administrative task
* Supported multiple clients at once
* Supported over 10 business during my contract period

**Certifications**

* On-Demand Digital Marketing Bootcamp (2022)
  + Jelly Academy
* Shopify E-Commerce Certification (2022)
  + Shopify
* Google Ads Display Certification & Google Ads Search Certification (2022)
  + Google Skillshare

**Other**

* Languages: native English, limited working Cantonese
* Customer Service, Cash Register Transactions, Product Demo
* Knowledgeable of using computer and capable of using Microsoft applications such as Word, and Excel
* Have work with MySQL in school courses