

KAIYI DING

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EDUCATION

Co-op Education Program

Expected May 2028

University of Alberta, School of Business, Edmonton, Alberta

- **Major:** Marketing; **Minor:** Business Technology Management

WORK EXPERIENCE

Herbal Tea Sale Assistant

May 2024 - Aug 2024

Jiashan First People's Hospital - Jiaxing China

- Promoted and sold herbal teas averaging 200 cups daily with effective time management.
- Prepared samples, arranged displays, and provided detailed information on herbal teas to enhance customer understanding of natural remedies and drive sales growth."

Translator Intern

Zhejiang Jiaxing SPX Fluid Machinery Co.Ltd - Jiaxing China

Jul 2021 - Aug 2021

- Translated detailed product information documents with accuracy and clarity.
- Collaborated with the team in creating and curating glossaries, enhancing project effective communication, and achieving daily tasks.

Salesperson and Cashier

Ximen Hardware Store - Jiaxing China

Jun 2021 - Jun 2021

- Greeted 100+ customers daily, addressed product inquiries, communicated promotions, resolved issues, and delivered key information to ensure a positive shopping experience.
- Efficiently managed the cash register and processed payments with a team, ensuring accuracy.

VOLUNTEER EXPERIENCE

Gardener

Edmonton Organic Growers Guild - Edmonton, AB

Aug 2024 - Present

- Harvested various organic vegetables to support the Campus Food Bank at the University of Alberta, contributing to food security and sustainability initiatives.
- Collaborated with a team of volunteers to maintain and expand garden plots, improving overall productivity and output.

Team Member

Dakota Collegiate Running Club - Winnipeg, MB

Feb 2023 - June 2023

- Joined a 20+ member club to boost social confidence, increase cultural awareness, and promote sensitivity to diverse cultures.

LANGUAGE SKILLS

- Chinese (Mandarin, Native); English (Fluent); French (Beginner)

COMPUTER SKILLS

- Microsoft Office Suite; Google Workspace; Draw.io; Canva; SQLite Studio; CapCut; Lightroom; Photoshop

PERSONAL INTERESTS

- Finishing, cycling, running, pets, music, stock, nutrition, and baking.

Certifications

- Standard First Aid - CPR/AED (Level C), Canadian Red Cross – March 2025
- Search Engine Optimization (SEO) Certification, HubSpot Academy – May 2025
- Content Marketing Certification, HubSpot Academy – May 2025
- Social Media Marketing Certification, HubSpot Academy – June 2025

Qualifications

- Currently enrolled in the Bachelor of Commerce Co-op Program (Marketing major), entering 3rd year at the University of Alberta.
- Strong interpersonal and communication skills developed through customer-facing roles, including sales and translation support, with experience addressing client inquiries and explaining product details clearly.
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Google Suite; familiar with social media platforms including Instagram, TikTok, YouTube, and LinkedIn.
- Experienced with content creation, including short-form video editing using CapCut, Canva, and basic Adobe tools
- Comfortable working in fast-paced, detail-oriented environments with the ability to multitask and stay organized under pressure.
- Attention to detail and organizational skills strengthened through sales support, translation, and project coordination.
- Demonstrated understanding of SEO, content marketing, and social media strategy through completion of relevant certifications.
- Adaptable team player with strong time management.
- Multilingual: Fluent in English and Mandarin; cross-cultural communicator with experience assisting international clients.
- Available for scheduled evening and weekend events during the placement period.