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MING JING
Permanent Resident of Canada

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APPLYING POSITION: ??? Company ??? Title

JOB Number ???

OBJECTIVE To join City of Coquitlam's Traffic Operations section as an entry-level **traffic assistant** summer student

EDUCATION **BCIT – British Columbia Institute of Technology, Vancouver, BC**

- **Software System Developer**, Faculty/Department of ??? Sep. 2016 –Apr. 2017

Oracle University, Beijing, China

- **Oracle Database / Application**, Faculty/Department of ??? Month??? 2000

Shandong University, Jinan, China

- **Bachelor of Computer Science**, Faculty/Department of 1987 – 1991

SUMMARY

- **FROM HERE BELOW is FOR YOU to EDIT**
- Efficient command in Microsoft Office **Excel/Word/Outlook/PowerPoint**
- Two years of **teamwork** experience in **student engineering teams**
- Reliable **technical skills** in **CAD, GIS** and spreadsheet **data analysis**
- Strong **written** and **verbal** communication skills in **English** and **Chinese**
- Ability to work independently and collaboratively
- Familiarity with **local traffic system** and transportation projects

**EMPLOYMENT
AND WORK
EXPERIENCE**

UBC Asian Library – Supporting Assistant

May 2016 - present

- Work as a student assistant at the Library Circulation Desk
- Responsible for **library database management** in **Excel**

UBC Access and Diversity – Academic Note-taker

Jan. 2017 - present

- Provide detailed high quality scanned PDF class notes for students

**VOLUNTEER
AND EXTRA-
CURRICULAR
ACTIVITIES**

UBC Reading Week - Project Supervisor

Feb. 2017 – present

- **Teach and supervise** groups of elementary school students
- Engage with, and inspire youth in Science and Technology

Forum for Young Canadians 2015 – Nominated Participant

March, 2015

- Participated in a bilingual educational intensive workshop

on national politics and public affairs in Ottawa, ON

**AWARDS AND
RECOGNITION**

Volunteering

Certificate of Appreciation – Deer Lodge Centre

In recognition of outstanding volunteering contribution to DLC, Apr. 2014

Certificate of Appreciation – FRC Library

In recognition of outstanding volunteering contribution to FRC library, Jun. 2015

Contests and Competitions

Special Merit Award – Chemical Institute of Canada

1st place (provincial) for the 2015 Canadian Chemistry Contest

Certificate of Merit – Canadian Association of Physicist

10th place (provincial) for the 2015 High School Physics Prize Examination

Sports and Athletics

Most Improved Player – FRC Athletics Award, 2015

For improved performance and contributions to the FRC Men's Curling Team.

Scholarships

2015 Pembina Trails School Division Citizenship Award \$1000

2015 Lifetouch Social Studies Scholarship \$250

INTERESTS

Recreational swimming, Saxophone, Videography, Aviation Model crafting

REFERENCES

[SHAUN WANG]

[Circulation Supervisor, UBC Asian Library]

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[MICHAEL MOREAU]

[Staff, Mathematics Department]

Fort Richmond Collegiate, Winnipeg, MB]

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