Permanent Address:  **MING JING** Cell/Email:

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APPLYING Position: ??? Company ??? Title # JOB Number ???

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **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, ChinaOracle Database / Application, Faculty/Department of ??? Month??? 2000Shandong 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 | | |
| **EMPLOYMENTT**  **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 scannedPDF 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]  Email: shaun.wang@ubc.ca  Work Phone: (604) 827-5315  **[MICHAEL MOREAU]**  [Staff, Mathematics Department]  Fort Richmond Collegiate, Winnipeg, MB]  Email: [mmoreau@pembinatrails.ca](mailto:mmoreau@pembinatrails.ca)  Work Phone: (204) 275-7520 Cell Phone: (204) 232-3894 | | |  |