

Helena Zhao

Vancouver, BC

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Available: 4 months

HIGHLIGHTS OF QUALIFICATIONS

- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Access) and Power BI, developed through practical industry experience in data analysis and reporting
- Accumulated strong interpersonal, adaptability, and organizational proficiencies through four years of customer service and management roles
- Active involvement in student union clubs and community leadership

EDUCATION

Simon Fraser University

*Bachelor of Business Administration
Concentration: MIS/Finance*

Expected Graduation: June 2027

Hanyang University

Seoul, South Korea, Study Abroad Program

Fall 2024

WORK EXPERIENCE

WorkSafeBC, Richmond, BC

Industry Funding Co-Op

September 2025 – Present

- Leveraged Microsoft Excel pivot tables and formulas to summarize raw data extracted from Power BI
- Cleaned and organized old data in Microsoft Access to reduce file size and improve database performance
- Managed and organized funding contracts with health and safety associations, ensuring contracts remained up to date by facilitating internal approvals and sign-offs
- Compiled and submitted monthly hearing test documentation to accounting for financial processing and recordkeeping

Registration Representative Co-Op

January 2024 – Aug 2024

- Facilitated seamless communication with diverse internal and external stakeholders, ensuring prompt delivery of essential services to workers
- Collaborated with medical professional providers to facilitate timely and effective treatment for injured workers
- Cultivated strong interpersonal relationships through clear and concise verbal communication, fostering collaboration and teamwork
- Facilitated the onboarding process by welcoming and training new team members, promoting a supportive work environment
- Leveraged Microsoft applications to create a collaborative SharePoint Teams site, improving workflow efficiency by incorporating team members' suggestions

STUDENT UNION CLUBS

Enactus SFU, BeeKind Co.

July 2023 – May 2024

Production Coordinator

- Maintain comprehensive production documentation, including inventory, measurements, logistics and budgets
- Facilitating effective communication with the Project Manager and executive team by providing regular updates and managing expectations
- Efficiently implement project plans, seamlessly adjusting to modifications or improvements through prototyping sessions

Bright Ideas Mentor

January 2023 – May 2023

- Assist with the planning and delivering of weekly workshops about the fundamentals of a business plan
- Empower and challenge high school mentees to foster creativity and problem-solving skills to build a product prototype under the category of health and wellness
- Student lead project aimed to nurture sustainable innovation and entrepreneurship targeted to the next generation of high school students

Canadianized Asian Club

September 2022 – May 2023

Cultural Director

- Foster a sense of unity among SFU students while celebrating and highlighting Asian culture

VOLUNTEER EXPERIENCE

16th Beaconsfield Scout Group

September 2021 – January 2024

Beaver Leader

- Organize engaging and participative weekly meetings about the scouting method for children ages 4-8
- Collaborated with fellow leaders and volunteers to create a diverse program of outdoor adventures, games, and educational experiences
- Coordinated logistics for outings, camping trips, and special holiday events, managing budgets and resources effectively
- Demonstrated dedication to Scout Canada's principles and contributed to the growth and success of the beaver program

Venturer President

September 2020 – July 2021

- Actively seek to enhance my leadership skills, promote inclusivity in meetings, and create an engaging and enjoyable learning environment for all venturer members
- Prepare weekly agendas and meeting minutes to communicate updates and facilitate scouting activities that work towards the Duke of Edinburgh Award

General Member

June 2015 – July 2020

LANGUAGES & INTERESTS

- English (Fluent), Cantonese (Intermediate), Mandarin (Beginner), Portuguese (Beginner)