Yuting Sun Master Resume

1. Header

Yuting Sun| London, Ontario| 416-732-5105| 200203sytt@gmail.com
Linkedin： https://www.linkedin.com/in/yuting-sun-48bbb4211/
Github： https://github.com/Schlaflied
Portfolio： Learning and Development
Project Sepcifications: Yuting Sun_projects

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2. Professional Summary

Learning & Development and EdTech professional with HR foundation and hands-on experience in AI-powered SaaS deployment, instructional design, and microlearning development. Skilled in bridging pedagogy and technology to deliver innovative training solutions across corporate, HR, and education sectors.

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3. Education

- **Western University** — Master of Professional Education (TESOL), Sep 2024 — Aug 2025
- **York University** — Bachelor of Commerce (Human Resources), Sep 2020 — Jun 2024

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4. Professional Experience

Parking Control Services Group — Administrative Assistant
North York, ON | Mar 2024 — Present

- Managed payroll processing for 10+ employees, ensuring 100% accuracy.
- Streamlined HR filing system, reducing discrepancies by 15%.
- Supported development of training documentation and process improvement initiatives.

SavvyPro Edu. Inc — Product & Learning Technology Coordinator
Toronto, ON | Jul 2023 — Jun 2024*

- Supported end-to-end coordination of professional learning programs, including scheduling sessions, managing enrollment lists, and collecting evaluations.
- Collaborated with instructors to prepare materials, troubleshoot virtual classroom issues, and ensure smooth course delivery.
- Maintained LMS content and learner databases, producing post-program summaries and engagement analytics for leadership teams.

- Coordinated scheduling and communication for training sessions, workshops, and virtual onboarding events.
- Conducted data cleanup, content testing, and quality assurance before publishing new learning materials.

Banhai Education Technology Co., Ltd. — Instructional Designer & Online Learning Facilitator
Wuxi, China | Jun 2021 – Jul 2022

- Coordinated cross-departmental collaboration between instructional designers, media specialists, and educators.
- Assisted in the development of bilingual courses for global learners, integrating gamified learning experiences.
- Conducted evaluation surveys, summarized feedback, and implemented improvements that increased learner satisfaction by 20%.

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5. Skills

- **EdTech Tools and Instructional Design**: H5P, Articulate Suite, Canva, Vyond, Google Suite, Figma, Obsidian ,LMS (Moodle, Canvas), curriculum design, ADDIE model
- **AI & Development**: RAG, SaaS Deployment, Google Gemini/Open AI API, LangChain, Python (Flask), JavaScript, HTML/CSS, Google Apps Script, Ollama (local AI deployment) ,fine-tuning,n8n, flowise, dify, GCR/GCP, Docker
- **HR Practices**: Recruitment, Onboarding, Payroll, Employee Relations, HRIS (Workday, SAP), Compliance (ESA, OHSA)
- **Certifications**: CHRP (In progress), Western Certification in University Teaching & Learning (In progress)
- **Publications**: - Author, *My 100 Toronto Moments* (essay collection), Amazon KDP, 2025. - Author, *Our Insync* (novel, bilingual edition) — manuscript completed, under review by multiple publishers.

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6. Projects/SaaS

Project Lens: A comprehensive **full-stack AI platform** using **Gemini** and **Pinecone RAG** to provide job seekers with detailed, citable reports on company culture, risk, and resume-to-job fit.
Academic Compass: A **multi-channel AI career planner** using **Gemini** to generate personalized academic career path reports focused on the Canadian market, delivered via a web app, Chrome extension, and Office Add-in.
Plot Ark: A **full-stack, creative AI platform** built with **React** and **Flask/Gemini** for deep narrative analysis and content generation to assist in story construction.