

Vanessa (Shuyi) Sun

Computing and Financial Management | Second Year | Student ID: 20660313
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SUMMARY OF QUALIFICATIONS:

- Excellent teamwork ability exhibited by communicating and collaborating with crew members in the restaurant and group members of the Planning Department club effectively
- Time management capability demonstrated by a competitive academic achievement and enhanced by prioritizing task and setting deadlines to ensure completion of projects
- Ability to adapt quickly has advanced by working and volunteering experience
- Multitasking ability promoted by working in fast-paced environment with precision
- Optimizing skills advanced by taking others' suggestion and opening to constructive criticism

EDUCATION

University of Waterloo

Candidate for Bachelor of Computing and Financial Management

Sept 2016 – present

- **Cumulative Average:** 85.7%
- **Relevant Coursework:** Economics/ Financial Accounting/ Corporate Finance/
Computer Science/ Probability/ Functional Areas of Organization
- **Relevant project:**
 - Self-taught Excel/VBA and HTML in one month using online resources
 - Learned Introduction to Data Science on Udacity and developed data analysis project using Python following the instruction on Titanic Data
 - Developed new venture for Business class with five other teammates, building business model canvas, implemented customer research and prepared final report and presentation
 - Build my personal website using HTML, CSS, based on framework provided by Bootstrap
- **Technical Skills:** C, Python, Microsoft Office Tools, VBA, R

RELEVANT EXPERIENCE

Assistant

Hubei Chuhan Electronic Technology Co. Ltd, Accounting Department

July 2014 – September 2014

- Documented financial contracts, proofs of expenditure and monthly performances of team members
- Prioritized and scheduled weekly tasks for department members according to requirements of the manager and statement on employee contract, specifying the implementing steps using Asana
- Prepared presentation for reporting the reimbursement activities of the department and summarizing the bi-weekly performance of the department members to the executive team

Crew Member

CNHLS (Wallace Restaurant)

July 2015 – August 2015

- Demonstrated excellent communication ability by addressing customer inquiries while promoting new products
- Accurately prepared orders in a high pressure multitasking work environment
- Maintained positive relationships with other crew members and the employer

ADDITIONAL EXPERIENCE

Inspiration Club

Leader of the Planning Department in Inspiration Club

May 2015 – June 2016

- Created plan for events according to the expectation of the executives, coordinated meeting for distributing tasks and progress meeting, documented performance and summary of past events
- Demonstrated leadership ability by leading 8-member team and organized TEDxWuhan with estimated attendances of 300 participants, coping with emergencies and coordinating events
- Presented summary of the past events to sponsors for the purpose of gaining sponsorship for upcoming events using Microsoft PowerPoint, Excel and Prezi