

Lilin Zeng

Mobile: 613-870-2170
Email: zeng0047@algonquinlive.com

EDUCATION

Computer Programming Diploma | Sept 2022 – Present **Algonquin College, Ottawa, ON**

- Dean's Honour List
- GPA 4.0 / 4.0

Public Affairs Management (Bachelor) | Sept 2016 – June 2020 **Southwest Petroleum University, Chengdu, Sichuan Province, China**

PROGRAM-RELATED SKILLS

Programming Languages: Java, PHP, HTML/CSS, JavaScript, SQL

Databases: MySQL, SQL Server, Oracle, MS Access

Operating Systems: Windows 7, Windows 8, Windows 10, Linux, uBuntu

Software Tools: Eclipse Neon/Mars, MySQL Workbench, SQL Server Management Studio, Oracle SQL Developer, XAMPP, Wireshark, VMWare

ADDITIONAL QUALIFICATIONS

- Analytical and critical thinking skills developed during 10 months of work experience
- Leadership and teamwork experience
- Able to use effective time management strategies to complete tasks under time constraints
- Strong attention to detail: Manage a high volume of documents, records, and data with great accuracy and precision
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Languages: English, Chinese

Work Experience

Office Clerk | Oct 2020 – July 2021

Zigong City High-tech Investment and Development Co.,Ltd,
Zigong, Sichuan Province, China

- Maintained accurate company records, including invoices and purchase orders, to ensure timely and accurate financial reporting
- Managed and organized the schedules of Office Managers and senior staff members, prioritizing appointments and ensuring timely completion of tasks
- Demonstrated strong written communication skills by typing accurate and detailed minutes of meetings, and filing them appropriately for easy retrieval and reference
- Utilized effective verbal communication skills to answer telephone calls and direct messages to the appropriate staff members, ensuring efficient and effective communication throughout the organization

- Demonstrated proficiency in preparing and drafting official company documents, including letters and reports, according to company guidelines and management instructions

VOLUNTEER EXPERIENCE

Hogman-Eh! Volunteer (Scottish Society) |Dec.31,2022

Aberdeen Pavilion, Ottawa, ON

- Assist with preparation of food items and beverages
- Ensure that work surfaces are clean

Career Networking Fair Volunteer | Feb.13,2022

Algonquin College, Ottawa, ON

- Welcome and register attendees, providing them with information about the job fair and directing them to the appropriate companies and organizations
- Answer questions from attendees and exhibitors, providing information about the job fair schedule, exhibitors, and job opportunities available

Reference

Ling Wu, Party-Masses Work Department Manager

Zigong High-tech State-owned Capital Investment and Operation Group Co., Ltd,

Zigong, Sichuan Province, China

Phone: +86 133-0900-6006

Donald Macdonald, Senior Project Manager (Retired)

Public Services and Procurement Canada

Email: piperdmacd@gmail.com

Elizabeth Holmes

Community Engagement Officer — Student Support Services

Algonquin College

Phone:613-727-4723

Email: holmese@algonquincollege.com