

AMY CHEN

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SKILLS

Programming Languages: HTML, CSS, Javascript, R, Python, SQL

EDUCATION

University of British Columbia

Bachelor of Computer Science

Vancouver, BC

Sep 2020 - Current

University of Victoria

Bachelor of Commerce (Dean's List)

Victoria, BC

Sep 2014 - Dec 2018

WORK & VOLUNTEER EXPERIENCE

Hootsuite Inc

Accounts Payable Specialist

Vancouver, BC

Feb 2019 - Aug 2020

- Programmed a Netsuite script to send remittance emails to our vendors, strengthening vendor-customer relations and creating a more robust AP function
- Automated the corporate credit card reconciliation process for 30 cards, reducing task time by 50% through GSheet scripting and formulas, and reduced risk of human error
- Customized macros in Zendesk to ensure consistent outgoing messages from my entire team, increasing processing efficiency and eliminating repetitive work
- Built a website and designed training content to establish effective training materials
- Prepared and validated 1M+ weekly wire payment runs in accordance with company policy

ImmunoPrecise Antibodies

Accounting Coordinator

Victoria, BC

Jan 2018 - Aug 2018

- Created an SQL database in MS Access to manage vendor data in accordance with Salesforce, assisted in company digitization project
- Implemented new internal risk controls for visa reconciliation process and employee expenses
- Managed all AP & AR, prepared the payment runs, and on-boarded CAD & US employees

Canada Revenue Agency (CVITP UVic)

Director of Marketing (Volunteer)

Victoria, BC

Jan 2018 - May 2018

- Developed a comprehensive marketing plan for our free tax clinics to low income and student community members

DFC Global Corp

Loans Operator

Victoria, BC

Sep 2015 - Apr 2017

- Established a standardized and personalized HTML email templates, allowing for accuracy in a high volume environment and reduced human error

German Red Cross

Refugee Engagement (Volunteer)

Mannheim, Germany

Oct 2017 - Dec 2017

- Engaged with new refugees at the Benjamin Franklin Village Camp, to establish genuine relationships and improve integration

AWARDS

President's Scholarship

Awarded to academically outstanding undergraduates

University of Victoria

Aug 2018

Jarmila Vlasta Von Drak Thouvenelle Scholarship

Nominated by the UVic Co-op Office

University of Victoria

Aug 2018

Best Business Research Papers (Volume 11)

"The Strengths and Vulnerabilities of the German Mittelstand"

University of Victoria

June 2018