

Amy Hui Zheng

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EDUCATION

McGill University, Montreal, Canada

2014-2017E

Bachelor of Arts, Major Concentration Computer Science, Minor Management, Minor Finance

WORK EXPERIENCE

amyzheng95.github.io

August 2017-Present

Personal Webpage

- Used HTML & CSS, Bootstrap, jQuery to implement my personal webpage requiring knowledge in HTML & CSS, Bootstrap and jQuery

Sun Life Financial, Montreal, Canada

Internship

May 2015-June 2015

- Kept minutes for meetings and was complimented by the supervisor for keeping neat notes requiring to be detailed oriented
- Presented, analyzed and compared different financial products to the current financial advisors requiring researching skills
- Called potential clients and successfully arranged meetings with clients bringing additional business

OTalk.me Montreal, Canada

Co Founder

Feb. 2015-Apr. 2015

- OTalk.me is a website that matches people interested in practicing languages with a native speaker of that language.
- Participated in Dobson cup, a competition for start ups and managed to get to the second last round.
- Built financial models for the website to forecast the future cash flows and profit of the website requiring finance and accounting knowledge

McGill Desautels Faculty of Management, Montreal, Canada

Operation Management Research Assistant

Feb.2015-Apr.2015

- Collected data of derivatives instruments from the financial reports of the oil industry on US Security website

Bank of Communications, Macau, China

Internship at the (OTO Fortune) Banking Department

July 2014-Aug. 2014

- Assisted senior relationship manager with administrative operations leading to other managers in the department giving me extra work Contributed to translating the email/ fax instructions which lowered the workload of translators requiring certain amount of research
- Assisted in reviewing MOP10m firm mortgage applications require strict attention to details

LEADERSHIP AND EXTRACURRICULAR

Chinese Students and Scholars Association (<http://mcgillcssa.ca/>), Montreal, Canada

April. 2015-Dec.2016

Vice President External

- Led a team of 9 and successfully doubled the number of sponsors and obtained \$10,000 requiring leadership skills
- Doubled the number of sponsors on membership card to 50 restaurants or shops in a month requiring good time managing skills
- Maintained relationship with sponsors including financial companies (RBC, Sun life financial etc.)
- Organized a formal dinner banquet for 160 participants leading to great satisfactions requiring good planning skills
- Negotiated price for a 500 participant Chinese New Year Dinner and successfully negotiated, saving \$1400 for Chinese embassy
- Communicated with Chinese clothing manufacturers about details of uniform and negotiated price reducing uniform price by 14%
- Coached new team members allowing them to understand the process and skills required for securing sponsors requiring communication skills
- Managed the production and delivery of 1000 Membership Cards in China under time pressure showing ability to meet deadlines

Chan Sui Ki Perpetual Help College, Macau, China

Sept. 2007-June 2013

Senior Choir Member

- Contributed to 3 consecutive years winning the inter-school singing contest—Macao

Enactus McGill, Montreal, Canada

Oct. 2014-Feb.2015

Youth Start Marketing Coordinator

Enactus McGill, Montreal, Canada

Oct. 2014-Feb.2015

Bottlepreneur Donors Coordinator

Chinese Students and Scholars Association, Montreal, Canada

Oct. 2013-April 2015

Senior Sponsorship Executive

Chinese Students and Scholars Association, Montreal, Canada

Oct. 2013-Oct. 2014

Graphic Designer

Chinese Students and Scholars Association, Montreal, Canada

Sept. 2014

Frosh Leader

SKILLS AND INTERESTS

Language Skills: Fluent in Cantonese, Mandarin and English

Computer Skills: C++, C, Java, Python, Bash, HTML & CSS, Javascript, jQuery, Adobe Photoshop CS5/6, Excel, Word, Powerpoint

Certifications: LCCI Accounting Level 1&2, GCE A-levels (Mathematics, Economics, Accounting)

Interests: Gym, Drawing, Volunteering, Choir, Health