

# Amy Hui Zheng

(514) 575-0752 • amy.zheng@mail.mcgill.ca

## EDUCATION

**McGill University**, Montreal, Canada

2014-2017E

*Bachelor of Arts, Major Concentration Computer Science, Minor in Management*

## WORK EXPERIENCE

**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

- Participated in Dobson Cup and successfully entered the 2nd last round of the competition

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

## 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*

**Chan Sui Ki Perpetual Help College**, Macau, China

Sept. 2011-June 2013

*Senior Social Service Team Member*

**YMCA**, Macau, China

July 2012-Aug. 2012

*Junior Volunteer*

## SKILLS AND INTERESTS

**Language Skills:** Fluent in Cantonese, Mandarin and English

**Computer Skills:** C++, C, Java, Python, Bash, HTML & CSS, Javascript, 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