

# Chelsie Ng Man King

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## SUMMARY OF SKILLS AND QUALIFICATIONS

**Operating Systems** | Windows 7 • Windows 10 • macOS

**Applications** | GitHub • Microsoft Office: Word • Excel • PPT • Google Doc • Google Sheets • Google Slides

**Programming** | Java • Html • CSS • Python (Beginner) • Java Script (Beginner)

**Platforms** | Eclipse IDE • IntelliJ IDEA • WebStorm • PyCharm

**Languages** | French | Spoken & Written • English | Spoken & Written • Creole | Spoken & Written

## EDUCATION

### Bachelor of Computer Science – General Program Co-op

2018-2022 (Expected)

Concordia University, Montreal, QC

- Member of the Institute for Co-operative Education
- GPA 3.72 (2018-2019 Dean's List)
- Object-Oriented Programming with Java • Web Programming

### Grade 12 Pre-University Diploma

2017-2018

Lower Canada College, Montreal, QC

- Graduated with honours

### Cambridge O level (Equivalence - DES)

2014-2015

Ebene State Secondary School (Girls), Reduit, Mauritius

- Mathematics: A • Additional Mathematics: A • Physics: A • English: A • French: A

## PROJECTS

### 3D Warrior Game/Object-Oriented Programming (Academic)

Nov 2019-Dec 2019

Concordia University, Montreal, QC

- Programmed a strategic 1 vs 1 board game where luck was needed with two dice
- Knowledge on classes, arrays, nested loops and ifs statements applied

**Core Competencies:** Design, problem assessment and analysis, debugging skills

## EXPERIENCE

### Customer Service Officer

July 2019-Present

TD Auto Finance, Montreal, Quebec

- Answer around 65 inbound queued up calls during a workday • Administer active auto loans profile
- Action customer requests such as making payments, scheduling arrangements or sending statement letters

**Core Competencies:** Oral and written communication, decision-making, problem-solving, work under pressure

### Customer Service Agent

Apr 2019-July 2019

Exo, Montreal, Quebec

- Coordinated train terminals • Directed passengers to terminal
- Assisted in customer needs such as answering questions, buying or validating tickets

**Core Competencies:** Teamwork, Adaptability, Quick learner

## Class Representative

Feb 2019-May 2019

Wize, Montreal, Quebec

- Provided feedback to prep courses enrolled in
- Uploaded course materials to Google Drive on a weekly basis
- Corresponded with Wize Prof through emails to answer questions
- Promoted Wize through social media or word of mouth

**Core Competencies:** Written communication, organizational and interpersonal skills

## AWARDS & DISTINCTIONS

Concordia Dean's List	2018-2019
Best Cheerleading	2016
The most astounding girl guide	2015
The most joyful girl guide	2012
Two bronze medals in high jump and long jump	2012

## EXTRA-CURRICULAR ACTIVITIES

### Volunteer Tutor Oct 2017-Dec 2017

YMCA, Notre-Dame-de-Grace, QC

- Taught mathematics to 16-year-old youths twice a week
- Guided them through homework and instant problem-solving questions

### Prefect Body 2016

Ebene State Secondary, Reduit, Mauritius

- Acted as a bridge between staff and students
- Maintained discipline on students
- Coordinated and operated on official school events

### Dance and Cheerleading mentor 2013-2016

Ebene State Secondary, Reduit, Mauritius

- Created and coached choreography to a team of 8 girls aged from 12 to 16 years old
- Planned meetings twice a week
- Executed on annual prize-giving ceremony, music day and sports day

### Dancer 2005-2016

Ming Tek Dancing School, Port-Louis, Mauritius

- Attended dance sessions once per week
- Practiced dance routines and workouts
- Learned and retained choreographies
- Performed on the school's annual Christmas shows
- Entertained official events such as, sport awards, Independence Day ceremony or Chinese festivals
- Participated in theatrical dance performances

### Girl Guide 2007-2016

3<sup>rd</sup> Girl Guides Company, Port-Louis, Mauritius

- Patrol leader 2016
- Administered a group of 9 girl guides aged from 12 to 16 year old
- Consolidated a creative logbook
- Lectured a presentation on Indian culture
- Organized games and food sales
- Oversaw the management of the financial affairs of the patrol
- Prepared annual camps
- Tutored tenderfoots in theoretical and practical knowledge of girl guiding

## INTERESTS

Music	Piano and Ukulele player
Hobby	Picture and video editing (PicsArt and iMovie)
Sports	Dancing (Chinese, modern and contemporary)
Passions	Quotes writing on Instagram