

Emily “Ping-Jen” Su

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Education

University of Toronto

Honours in Bachelor of Science, Major in Cognitive Science and Statistics.

Toronto, Canada
September 2021 - Present

Dominican International School

High School Degree, 2nd Honorable Mention.

Taipei, Taiwan
May 2021

Leadership and Activities

UTMUN

Logistics Officer

Toronto, Canada
February 2022

- Administered delegates and meeting procedures during conference sessions
- Oversaw and recorded everything that was happening in the conference room

DISACADEMY

Marketing Head

Taipei, Taiwan
August 2020 - May 2021

- Established a school-wide website that provided academic resources and online tutoring services
- Managed the website and social media for constant updates and user-friendly interface
- Composed a marketing plan that promotes services to a broader range of audience

She's the First Club

Vice President

Taipei, Taiwan
August 2020 – May 2021

- Directed club activities that would raise funds for the She's the First organization
- Oversaw each department of the club to ensure on schedule preparations of tasks and events

Student Council

Public Relations Officer, President

Taipei, Taiwan
August 2018 – May 2020

- Collaborated with Student Council members to host activities that suit all age ranges in school
- Assisted the school to deal with problems that arose during the pandemic
- Liaised with the school, students, and parents to create a progressive learning environment

Modeled United Nations Club

Vice President, President

Taipei, Taiwan
August 2017 – December 2020

- Trained the MUN club members for conferences and public speaking abilities
- Moderated MUN club activities such as in-school MUN conferences and overall club operations
- Managed public relations and outreach to professionals to plan trips outside of school

DISMUN II, III

Secretary General, Deputy Secretary General

Taipei, Taiwan
August 2019 – Jan 2021

- Led the Secretariat team to host the first conference in DIS that is accessible to outside delegates
- Directed delegates, staff, and chair recruitments through promotion methods and applications
- Monitored feedback to ensure constant improvements of the conference

Experience

Parliamentary Office

Human Resources Coordinator

Taipei, Taiwan
June 2019 – July 2019

- Participated in meetings of new government policies and elections
- Collaborated with the office heads to organize documents and learn governmental processes

Skills

Language: Fluent Chinese, Fluent English, and TOPIK Level 2 Korean

Technical: Microsoft Office, Java, Python, RStudio, Latex