



WEBSITE

<https://felixchen505.github.io/cv/home.html>

CONTACT

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LANGUAGES

- English
- French

COMPETENCES

- Python, HTML/CSS, GitHub, Git
- Microsoft Office
- Events
- Typing (90 WPM)
- Document design and formatting

Work experience

Communications and Administrative Support Agent

Accueil Bonneau (July 2022 – present), full-time

- Choose and create content for Accueil Bonneau's social media (Instagram, Facebook, LinkedIn).
- Coordinate the launch of the new website.
- Create a communications plan
- Coordinate the taking of photos of services and personnel of Accueil Bonneau.
- Help with the preparation of the launch of a book.
- Write the newsletter.
- Administrative tasks

Administrative assistant

Force Leadership Africain (May 2022 – July 2022), full-time

- Help before and after Force Leadership Africain's Canada-Africa Investment Conference by designing documents, such as the schedule and ads, editing the video of the conference, writing a conference report summarizing every panelist's intervention, and by performing administrative tasks.
- Use HTML/CSS to create a website for one of Force Leadership Africain's new programs, called Institut Bouka Jeunesse.
- Create forms using Google Forms to analyze Force Leadership Africain's members' interests and to find areas of improvement.

Website editor, social media manager, and tech helper

Bravo Party Rentals (June 2021 – present), part-time

- Edit the Bravo Wordpress website by updating the information.
- Help solve computer problems.
- Schedule stories and posts on Instagram and Facebook using Facebook Business Manager.

Physics tutor

June 2022 – present

Electricity and magnetism (collegiate-level physics)

Events and activities

Core team member

TEDxMontréal (2022 - present)

TEDxMontreal is the biggest TEDx event in Montreal.

- Choose content for TEDx talks.

Logistics organizer

PolyHx (2022 - present)

PolyHx is Polytechnique Montréal's annual hackathon (programming event).

President

BrébeufHx (2019 – 2022)

BrébeufHx is Collège Jean-de-Brebeuf's annual hackathon (programming event).

- Manage and recruit a team of organizers (from 5 organizers in year 1 to 25 in year 2)
- Successfully increased BrébeufHx's exposure and total number of participants:
- 2019: 70 (in-person event), 2020: 150 (in-person event), 2021: 350 (virtual event), 2022: 300 (hybrid event)
- Find and communicate with the school, sponsors, partners, and mentors.
- Plan event activities, ranging from seminars, competitions, and interactive games.
- Fundraising and apply for grants (school and government)
- Work with different budgets - \$1500 to \$10 100.
- Create training material for the events, prospectus, and event operational process flow documents.

Volunteer experience

Force Leadership Africain

2022 - present

Défi vélo 300 km pour la Vie

2022

UNICEF Brébeuf

2021-2022

CHUM

2019

Triathlon mondial Groupe Copley

2019