



## WEBSITE

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

## CONTACT

**Address** | 253 Av. Hickory, Pointe-Claire, Qc, Canada H9R 5R9

**Email** | [felix.chen505@gmail.com](mailto:felix.chen505@gmail.com)

**Phone** | (438) 928-3890

**LinkedIn** | <https://www.linkedin.com/in/felix-chen-715441232/>

## 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 – August 2022

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-Brébeuf'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.

## **Education**

### **Université de Montréal**

2022 – present

Bachelor of Laws - LL.B.

### **Collège Jean-de-Brébeuf**

2020 – 2022

DEC Health Science

## **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