

Philip Chan

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EDUCATION

Lighthouse Labs

Aug 2019

Web Development Diploma

A 600 hour 10 week full-stack bootcamp covering topics such as JavaScript, React, Node.js MongoDB, PostgreSQL, Ruby, Ruby on Rails, jQuery, HTML, CSS, and SASS, computer science, and software architecture.

University of British Columbia

Aug 2018

B.A. in Psychology

The Chinese University of Hong Kong

May 2015

Summer Exchange – International Business

WORK EXPERIENCE

Registrar and Enrolment Services

Langara College | Vancouver, BC

Oct 2018 – Dec 2018

- Reviewed students' application materials in the Admissions database
- Processed online & paper applications, updating applicant files with supporting documents
- Answered students' questions about applications; including program requirements, transfer credits, prerequisites and documentations etc

Sales Associate

Ingledew's Shoes | Vancouver, BC

Jan 2017 – July 2017

- Provided exceptional customer service while representing high-standard brands
- Consistently achieved above target sale goals
- Performed sales support functions on POS systems

Human Resource/Administrative Intern

Moregoal Industries, Ltd. | Hong Kong

May 2016 – Aug 2016

- Organized large scale inventory and stock
- Provided service to customer inquiry and handled paper filing
- Utilized Microsoft Word and Excel to implement business solutions

Summer Intern

The Nurturing Education (TyNE) | Hong Kong

June 2014 – Aug 2014

- Taught children using a developed ABC mindfulness training program
- Assisted professors in analyzing results from the development and progress of children
- Mentored other instructors in multiple sessions

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COMMUNITY INVOLVEMENT

Teaching Volunteer

Language Services International | Hong Kong

April 2013 – Aug 2013

- Taught elementary level English to local children
- Developed leadership and team work through working with several teachers during organized trips

Volunteer

Vancouver Startup Week | Vancouver, BC

Sep 2018

- Checked in attendees using Sched Count app
- Worked in a team to provide service for various events

Skills: Microsoft Word, Microsoft Excel, Adobe Photoshop, Adobe Illustrator, Adobe Lightroom, Sketch, Final Cut Pro X, Film and Digital Photography