

# Serena Pang

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200 University Ave W.  
Waterloo, ON.  
Canada

## WORK EXPERIENCE

### **Royal Canadian Legion Branch 375 | Systems and Accounting | Communications Systems Support**

July 2019 - August 2019 | June 2020 - August 2020

- Managed website page and domain with WordPress
- Improved and modified database systems on Microsoft Office 365
- Updated and maintained the Canadian Virtual War Memorial and the Commonwealth War Graves Commission
- Implemented greater use of cloud storage
- Digitalizing accounting process through data input and calculations
- Found over 200 unrecognized veterans in Richmond Hill spanning from 1812 to present.

### **SociallyInfused Media Ltd. | Freelance Guest Writer**

March 2020 - April 2020

- Freelance writer on digital marketing, social media services, PR tools, branding, etc.

### **Ji Shao | Private Skating Tutor**

January 2019 - April 2019

- Private tutor to young children on the basics of skating on a weekly basis

## VOLUNTEER AND EXTRACURRICULAR EXPERIENCE

### **Child Adoption Program (CAP) | President**

July 2019 - PRESENT

- Plan and coordinate events to fund sponsored children in developing countries to provide basic necessities
- Communicate, advertise, and market events to over 200 members to increase donations
- Aiding other executives in their positions and coordinating work schedules/meetings

## SKILLS

- Java
- Python
- HTML
- Trained at Ontario-level cadets workshop for media and public affairs

## AWARDS

**Royal Canadian Air Cadet Service Medal** continuous meritorious Cadet Service of at least four years

**Royal Canadian Air Cadet Lanyard** qualified after exceeding standards in all evaluations

## TOOLBOX

- WordPress (1 year)
- Adobe Indesign (1 year)
- Adobe Photoshop (1 year)
- Microsoft Office 365 (5+ years)

## LANGUAGES

- English (Fluent)
- Cantonese (Speech)
- Mandarin (Speech)

## **Child Adoption Program (CAP) | Fundraising Coordinator**

September 2018 - September 2019

- Coordinate sponsorships and find supporters for events

## **Bayview S.S. Prefect Organization | External Secretary**

July 2018 -PRESENT

- Led senior student ambassadors at Bayview Secondary School in events
- Actively searched for sponsors for events
- Planned school-wide school events with YRDSB Staff (i.e. Grade 9 Day, Grade 8 Visitations, etc.)

## **We Charity | Marketing and Design Executive**

September 2019 -PRESENT

- Helped advertise and design marketing strategies for events
- Raised over 700 items for the local food bank

## **Royal Canadian Air Cadets (RCAC) | Flight Sergeant**

September 2014 - July 2019

- Commanded a flight of over 30 cadets aged 12-16
- Planned and coordinated events for over 150+ cadets
- Taught and led lessons to classes of about 25-30 cadets

## **Royal Canadian Air Cadets (RCAC) | Media Team President**

September 2015 - July 2019

- Reviewed all projects
- Created database of over 150+ cadets
- Made year-end annual booklet to review training year
- Documented squadron events and people
- Managed squadron social media and website posts

## **Royal Canadian Air Cadets (RCAC) | Public Speaking Team President**

September 2017 - July 2019

- Advertised and planned Toastmasters program within the squadron
- Communicated with over 20 cadets on weekly meetings
- Led discussions and participated in practicing speeches

## **EDUCATION**

### **Bayview Secondary School**

September 2016 - June 2020

### **University of Waterloo — Management Engineering**

Entered September 2020