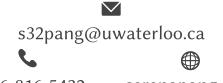
# Serena Pang

1B Management Engineering Student



416-816-5432

serenapang.com

### Development

- Java (2 years)
- Python (1 year)
- HTML (1 year)
- CSS (<1 year)
- VBA
- JavaScript (<1 year)</li>
- 100+ WPM

#### Skills

- WordPress
- Adobe InDesign
- Adobe Photoshop
- Microsoft Office 365
- Data Entry
- User Experience
- User Interface
- GSuite

### **Projects**

- Courage is a prototype shopping app to connect communities with local businesses
- VBA-Based time-management tool on MS Excel for day-today organization
- HACK THE NORTH 2021

### Distinctions

School Council University Award RCAC 4th Year Cadet Lanyard

### Education

Sept. 2020-Apr. 2025

### University Of Waterloo

Bachelor of Applied Science Management Engineering

- Process Analysis
- Work/Facilities Design
- Optimization Structures

#### Fun Fact

I started my own small business restoring vintage racing jackets!

# Summary of Qualifications

- · Positive attitude to learning and adapting to new environments and client audiences
- Proficient in various communication methods and excellent analytical time/project management skills through organizing 150+ attendee events in high-stake situations
- Demonstrated leadership and teamwork when finding 200+ unrecognized veterans for the City of Richmond Hill while conducting general building maintenance
- Created a HTML/CSS website for a positive network/community of professionals

### Work Experience

# **Royal Canadian Legion: Full Time** | 06/2020-08/2020 Communications Systems Support

- Updated and maintained the Canadian Virtual War Memorial and the Commonwealth War Graves Commission by creating biographies for 50+ veterans commemorated on the Richmond Hill Cenotaph through archive research
- Managed website page and domain with WordPress

# Royal Canadian Legion: Full Time | 06/2019-08/2019 Systems and Accounting

- Digitized the accounting process and performed inventory on stock
- Found 200+ unrecognized veterans in Richmond Hill spanning from 1812 to present.
  Created recognition banners for the City of Richmond Hill
- Improved and modified database systems on Microsoft Office 365

# **SociallyInfused Media Ltd.: Freelance | 03/2020-04/2020** Guest Writer

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

### Freelance | 01/2020-03/2020

Private Ice Skating Tutor

• Mentored young children aged 5-7 on the basics of skating on a weekly basis

### Volunteer Experience

# Royal Canadian Air Cadets | 2014-2019

### Flight Sergeant

- Led 150+ cadets in 8 Globemaster Squadron and micromanaged a team of 30 youths
- Organized the Toastmasters Program for 3 Squadrons (3 years), the Media/PR Team (4 years), and performed as a trained Provincial-Level Cadet Correspondent (2 years)

### **Child Adoption Program | 2016-2020**

#### President

• Raised and coordinated a 200+ member club to fundraise \$2000+ annually through advertising events to a student body of 1700+ for children in third world countries

### Bayview S.S. Prefect Organization | 2018-2020

### External Secretary

• Led and organized 80+ senior ambassadors during YRDSB events (i.e. OSSLT)