

# Serena Pang

Management Engineering @ University of Waterloo

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2020-2025

## Development

- Java (1 year)
- Python (1 year)
- HTML (1 year)
- CSS (<1 year)
- JavaScript (<1 year)
- VBA (1 year)

## Skills

- WordPress
- Adobe InDesign
- Adobe Photoshop
- Microsoft Office 365
- Data Entry
- User Experience
- User Interface
- Design
- Google Suite
- 100+ WPM
- Voiceflow
- Figma
- Brand Management
- Promotional Campaigns
- Supply Chain
- Workplace Design
- Facilities Planning
- Data Analysis

## Distinctions

- School Council University Award
- RCAC 4th Year Cadet Lanyard

## Interests

- Driving manual transmission
- Making and exploring new music
- Clothing reselling and vintage fashion collector
- Ice skating teacher and continuous learner

## 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
- Facilitated strong collaboration as a senior organizer of student ambassadors at YRDSB events and as a supervisor to 150+ youths with the Royal Canadian Air Cadets

## Work Experience

Toyota Motor Manufacturing Canada: Co-Op 05/2021-08/2021  
*Production Control Analyst*

Royal Canadian Legion | Branch 375 06/2020-08/2020  
*Communications Systems Support*

- Reconstructed 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
- Analyzed and maintained website page/domain for upcoming events with WordPress

Royal Canadian Legion | Branch 375 06/2019-08/2019  
*Systems and Accounting*

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

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

- Experienced in professional writing on digital marketing, media services, PR tools, etc.

## Projects

- Courage is a prototype shopping app to connect communities with local businesses on a safe, inexpensive, unified platform for a sustainable online retail experience
- Programmed a VBA-Based time-management tool on MS Excel for daily organization
- Cooky is a Voiceflow-based app that syncs with Amazon's Alexa to create an interactive recipe-reading software that can be used in the kitchen for instructional aid

## Volunteer Experience

Royal Canadian Air Cadets | 8 Globemaster Squadron 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)