

# Serena Pang

IB Management Engineering Student

 s32pang@uwaterloo.ca



416-816-5432



serenapang.com

## Development

- *Java (2 years)*
- *Python (1 year)*
- *HTML (1 year)*
- *CSS (<1 year)*
- *VBA*
- *JavaScript (<1 year)*
- *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*

## Awards Received

- *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*

## 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)

Want to learn more? Preview my work in and out of the workplace on my website at [serenapang.com](https://serenapang.com)