

Serena Pang

Management Engineering Candidate

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
- Managed website page and domain with WordPress

Royal Canadian Legion: Full Time | 06/2019-08/2019

Systems and Accounting

- Digitalizing accounting process
- Found over 200 unrecognized veterans in Richmond Hill spanning from 1812 to present.
- Improved and modified database systems on Microsoft Office 365

SociallyInfused Media Ltd.: Freelance | 03/2020-04/2020

Guest Writer

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

Freelance | 01/2020-03/2020

Private Ice Skating Tutor

- Private tutor to young children 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 while managing:
- The Toastmasters Program for 3 Squadrons (3 years)
- The Media and PR Team (4 years)
- Training and Working as a Provincial-Level Cadet Correspondent (2 years)

Child Adoption Program | 2016-2020

President

- Raised and coordinated events to fundraise over \$2000 yearly for children in third world countries

Bayview S.S. Prefect Organization | 2018-2020

External Secretary

- Led and organized over 80 senior ambassadors for a student body consisting of 1800+ students during YRDSB events



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serenapang.com

Education

Sept. 2020-PRESENT

University Of Waterloo

Bachelor of Science

Management Engineering

Sept. 2020-PRESENT

- *Process Analysis*
- *Work/Facilities Design*
- *Optimization Structures*

Development

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

Skills

- *WordPress*
- *Adobe Indesign*
- *Adobe Photoshop*
- *Microsoft Office 365*
- *Data Entry*
- *User Experience*
- *Design*

Awards Received

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

Want to see some of my projects outside of the workplace? Preview them on my website at serenapang.com