# Serena Pang

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IB Management Engineering Student

## 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 veterans 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 over 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, 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 and micromanaged a team of 30 youths.
- Organized the Toastmasters Program for 3 Squadrons (3 years), the Media and PR Team (4 years) and performed as a trained 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 during YRDSB events

## 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.

## Education

*Sept. 2020-Apr. 2025*

### University Of Waterloo

*Bachelor of Applied Science Management Engineering*

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

## Development

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

## Skills

- *WordPress*
- *Adobe InDesign*
- *Adobe Photoshop*
- *Microsoft Office 365*
- *Data Entry*
- *User Experience*
- *User Interface*
- *Effective Communication*
- *Teamwork and Leadership*
- *Positive Attitude to Learning and Adapting*
- *Creative*

## Awards Received

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

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