

Serena Pang

IB Management Engineering Student



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serenapang.com

Development

- Java (1 year)
- Python (1 year)
- HTML (1 year)
- CSS (<1 year)
- VBA
- JavaScript (<1 year)
- 100+ WPM
- GITHUB

Skills

- WordPress
- Adobe InDesign
- Adobe Photoshop
- Microsoft Office 365
- Data Entry
- User Experience
- User Interface
- GSuite
- Voiceflow
- Figma
- Brand Management
- Promotional Campaigns
- Supply Chain Management
- Data analysis

Distinctions

School Council University Award
RCAC 4th Year Cadet Lanyard

Interests

- Clothing reselling and vintage fashion collector
- Ice skating
- Making and exploring new music

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 assessing and 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 in the Royal Canadian Air Cadet program

Work Experience

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

Royal Canadian Legion: Full Time | 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: Full Time | 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
- 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 | 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