

# Serena Pang

Management Engineering @ University of Waterloo

www.serenapang.com  
s32pang@uwaterloo.ca  
416-816-5432

2020-2025

## Development

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

## Skills

- Adobe InDesign
- Adobe Photoshop
- Microsoft Office
- User Experience
- User Interface
- Google Suite
- 100+ WPM
- Production & Supply Chain Management
- Workplace Design & Facilities Planning
- Voiceflow
- Figma

## 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

## 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

05/2021-08/2021

#### Production Control Analyst (Materials Systems)

### 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.

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
- **FridgeSpace** is a MLH feature from TOHack built using Courier and React-Native that identifies the dietary restrictions and preferences of foods through scanning photos of ingredients lists using Google Cloud APIs

## Volunteer Experience

### Royal Canadian Air Cadets | 8 Globemaster Squadron

2014-2019

#### Flight Sergeant

- Led 150+ youths and organized the Toastmasters Program for 3 Squadrons (3 years), the Media/PR Team (4 years), and performed as a trained Provincial Cadet Correspondent