



JEREMY LI

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Skills Summary

✓ Excellent Leadership and Team Management skills from various experiences

✓ Putting others first by understanding individual needs, and how to appeal and adapt to the stakeholders of events, projects, tasks

✓ Business use of Microsoft Excel, PowerPoint, and Word to Create decks for executives and clients, data analysis, and reporting

✓ Showcased and designed creative works with Adobe products including Photoshop, Illustrator, Lightroom, and InDesign to promote organizations, events, freelance work, etc.

✓ Improved the effectiveness of communications and interactions between the organization, teams, and communities

Education

University of Waterloo

Bachelor of Science

Science and Business

Minors in Economics and Earth

2017-2022



Scan for LinkedIn

Work Experience



Fashion for Change

► Sponsorship Co-Director

Sept 2019- Present

- Manage a team of 10+ Sponsor Managers to find monetary and non-monetary sponsorships for the annual fashion show in support of WE Charity
- Hosted and facilitated multiple events to 100+ students to celebrate the holidays and fundraise for the show, and model workshops to learn choreographies and how-to catwalk



Science and Business Student Association (SBSA)

► President

Jan 2018 - Present

- Lead a team of executives to coordinate events for the Science and Business students, while collaborating with the university, vendors, and the other science students and clubs.
- Designed and collaborated with vendors to create and sell merchandise to fund-raise \$1000+ with custom merchandise and promotional content
- Created promotional content, and advertised club activities via word of mouth, and social media platforms such as Facebook, Snapchat, Instagram, etc.



Royal Bank of Canada

► Project & Change Management Analyst

Sept 2019-Dec 2019

Group Risk Management

- Managed and assisted multiple projects/programs in different phases of the project (Planning, Execution, and Closure) by creating the scope and timelines, managing risks issues, decisions and meeting minutes, and executing project management steps to complete side projects for managers
- Created newsletters, slide decks, and written communications for executives and enterprise, published blog posts to create social engagement on the internal social media, and assisted in the creation and maintenance of content on multiple platforms such as the intranet, email, Connect, etc.
- Analyzed Self Assessment Processes (SAP) evidence by testing and collaborating with Subject Matter Expert's to accurately report about RBC systems and processes for audit and Office of the Superintendent of Financial Institutions (OSFI).
- Explored within the RBC community to learn more about RBC Ventures, Operational Risk, Capital Markets, and P&CB via coffee chats, office hours, and socials to get a holistic view of RBC, and why they are holding the position of being the number one bank, and fund-raised \$200 individually and \$2500+ as a team to the United Way to participate in the CN Tower with RBC Mosaic

► Business Analyst

Jan 2019-Apr 2019

Technology & Operations

- Conducted market research by making surveys and focus groups to gather insights on early talent conversion and built a deck to advise senior management on talent retention within RBC Technology & Operations
- Analyzed communication platforms used by RBC Technology & Operations to find the most effective way to communicate and engage employees within the organization, and prototyped web-page designs for new graduates in T&O
- Engaged within the RBC community via 10+ coffee chats from students to recruiters, socials, hackathons, networking events, and tech community via volunteering with multiple teams including FutureMakers