

## SKILLS SUMMARY

- › Extensive project management experience
- › Proficient with interpreting and extracting important and relevant information from data
- › Quick and adaptable worker who can prioritize and complete multiple tasks
- › Strong oral and written communication skills
- › Excellent organizational, problem solving, and interpersonal skills
- › Fast learner who pays attention to detail; comfortable working under pressure

## WORK EXPERIENCE



### Library Assistant

Sept. - Dec. 2017

School of Architecture; Cambridge, ON.

May - Aug. 2017

- › Ran reference, research, and GIS data services
- › Collected, compiled, and analyzed service data using Cognos for maintenance and administrative projects
- › Organized and maintained the library's resources, events, and its circulation system
- › Handled frequent interruptions and reprioritized tasks in a highly dynamic environment



### Transition and Education Director

May 2016 - present

The Glow Centre - University of Waterloo; Waterloo, ON.

- › Reviewed, analyzed, and processed important data to generate solutions and improve the centre's services
- › Compiled data into shareable documents
- › Organized volunteer midterm surveys and reviews
- › Planned and implemented educational events and campaigns
- › Managed and maintained educational resources
- › Enforced policies and supported the centre's operations and services



### Writing and Digital Communications Peer Tutor

Jan. - Apr. 2016

University of Waterloo; Waterloo, ON.

- › Collected and analyzed service data to generate specific business solutions
- › Consulted with graduate and undergraduate students to enhance their ability to analyze, communicate, and research information
- › Collaborated with other services and academic faculties to organize and plan services that were in demand
- › Designed and created promotional material

## LANGUAGES

HTML/CSS	<div><div></div><div></div><div></div><div></div><div></div></div>
Java	<div><div></div><div></div><div></div><div></div><div></div></div>
Javascript	<div><div></div><div></div><div></div><div></div><div></div></div>
LaTeX	<div><div></div><div></div><div></div><div></div><div></div></div>
Python	<div><div></div><div></div><div></div><div></div><div></div></div>
R/RMarkdown	<div><div></div><div></div><div></div><div></div><div></div></div>
SAS	<div><div></div><div></div><div></div><div></div><div></div></div>
Scheme	<div><div></div><div></div><div></div><div></div><div></div></div>

## TOOLS

- Adobe Creative Cloud
- › Dreamweaver, InDesign, Illustrator, Photoshop
- Cognos
- ExLibris Primo
- ArcGIS
- Microsoft Office Suite
- › Access, Excel, Outlook, Powerpoint, Word

## EDUCATION

### University of Waterloo

Waterloo, ON.

Candidate for

### Bachelor of Mathematics

- › Statistics Major
- › English Minor

## HOBBIES

- › Visual and digital art:  
[jamesonngo.github.io](https://jamesonngo.github.io)
- › Cats & Dogs!
- › Dungeons and Dragons
- › Horror movies
- › Romance novels

## ACTIVITIES



### Marketing Director

May 2016 - present

Campus Compost Service - University of Waterloo; Waterloo, ON.

- > Generated solutions and ideas with marketing team to improve the operations and outreach strategies
- > Coordinated and updated website design projects
- > Supervised and managed mobile gaming application development
- > Created marketing and promotional material such as videos and poster
- > Managed and planned campus awareness campaigns



### Website Moderator

Aug. 2015 - present

Colourpod; <http://www.colourpod.com/>

- > Curate user-submitted work and maintain a directory for related sites
- > Maintain consistent updates
- > Design branding and UI