



JAMESON NGO

✉ jameson.ngo@uwaterloo.ca
☎ (647)-668-6418

SKILLS SUMMARY

- › Skilled in the use of the Adobe Creative Cloud, Microsoft Office Suite, and video editing software
- › Experienced in creating promotional material and marketing through social media
- › Strong oral and written communication skills
- › Excellent organizational, problem solving, interpersonal, and customer service skills honed through 3 years of leadership positions
- › Fast learner who pays attention to detail; comfortable working under pressure
- › Quick and adaptable worker; efficient in prioritizing and completing multiple tasks

WORK EXPERIENCE



Library Assistant

Jan. - Aug. 2017

School of Architecture; Cambridge, ON.

- › Collected and compiled data using Cognos for maintenance projects
- › Ran reference, research, and GIS data services
- › Organized and maintained library material, 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.

- › Organized volunteer midterm surveys and reviews
- › Planned and implemented educational events and campaigns
- › Managed and maintained educational resources
- › Compiled data into shareable documents to ensure greater continuity between terms
- › Reviewed, analyzed, and generated feedback to improve the centre's services
- › Enforced policies and supported the centre's operations and services



Writing and Digital Communications Peer Tutor

Jan. - Apr. 2016

University of Waterloo; Waterloo, ON.

- › Designed and created promotional material such as infographics, posters, and blogs
- › Consulted with graduate and undergraduate students in individual sessions to enhance their ability to communicate, edit, and research
- › Collaborated with other services and academic faculties to organize and plan services that were in demand

LANGUAGES

HTML/CSS	■ ■ ■ ■ ■
Java	■ ■ ■ ■ ■
LaTeX	■ ■ ■ ■ ■
R	■ ■ ■ ■ ■
SAS	■ ■ ■ ■ ■
Scheme	■ ■ ■ ■ ■

SOFTWARE

Adobe Creative Cloud



Microsoft Office Tools



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EDUCATION



University of Waterloo

Waterloo, ON.

Candidate for Bachelor of Mathematics, Co-op;

- › Statistics Major
- › English Language and Literature Minor
- › Proficiency in R, Python, Scheme, and LaTeX

ACTIVITIES & INTERESTS



Marketing Director

May 2016 - present

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

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



Website Moderator

Aug. 2015 - present

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

- › Curate user-submitted work and maintain a directory for related sites
 - › Maintain consistent updates
 - › Design branding and UI
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- › Visual and media art: proficient with video editing and creating digital graphics
 - › Dogs
 - › Dungeons and Dragons
 - › Horror movies