

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	
Python	
R	
SAS	
Scheme	

Tools

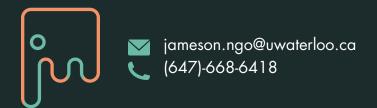
Adobe Creative Cloud



Microsoft Office Tools







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
- > Visual and digital art: https://jamesonngo.github.io
- > Dogs
- Dungeons and Dragons
- > Horror movies