

## Lily Rong

Vancouver, BC | Work Visa Holder

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**Languages:** Mandarin (Native), English (IELTS 6.0)

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## Objective

Dynamic and empathetic professional with 15+ years of experience designing recreational programs and fostering social engagement, seeking an **Activity Worker II** role at Fraser Health's Fellburn Care Centre. Skilled in group activity coordination, volunteer leadership, and resident-focused event planning. Committed to enhancing quality of life through creative, inclusive programming aligned with therapeutic goals.

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## Professional Experience

### Medical Coordinator

*Baobei Foundation (Shanghai, China)* | 2008–Present

<https://www.linkedin.com/company/baobei-foundation/about/>

- **Group & Individual Activities:** Organized therapeutic group sessions (music, art, games) and tailored individual programs to stimulate cognitive and social development for children with disabilities.
- **Volunteer Coordination:** Directed and trained volunteers in activity facilitation techniques, ensuring safe and engaging participation.
- **Documentation & Reporting:** Maintained detailed records of participant progress and resource utilization, providing feedback during interdisciplinary team meetings.
- **Event Planning:** Coordinated community outings and special events, including logistics, material preparation, and post-event evaluations.

### Special Education Teacher

*English Language Association (Shaanxi, China)* | 2006–2008

- **Recreational Programming:** Designed sports activities and interactive table games to improve motor skills and teamwork among children with cerebral palsy.
- **Community Integration:** Accompanied students on educational outings, fostering social interaction and real-world skill development.
- **Collaborative Planning:** Partnered with therapists to adapt activities based on resident feedback and therapeutic objectives.

### Administrative Worker

*Starlite Advanced Materials (Shanghai, China)* | 2023–2024

- **Resource Management:** Ordered and organized supplies for events, ensuring timely availability and budget adherence.
- **Clerical Support:** Managed activity calendars, participant registrations, and financial documentation for community programs.

### Volunteer: Senior Engagement Program

*Shanghai, China* | 2019–2022

- **Community Outings:** Planned and escorted seniors on leisure trips, including transportation coordination and safety oversight.

- **Activity Facilitation:** Led table games, music sessions, and current events discussions to promote cognitive stimulation.
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## Education

### Diploma in English Education

Xi'an International University | 2002–2005

#### Relevant Coursework:

- Recreational Program Design
  - Interdisciplinary Collaboration in Care Settings
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## Certifications & Training

- **Food Safe Level 1 Certificate** (Fellburn Care Centre Standard)
  - **CPR & First Aid Certification** (Level C Equivalent)
  - **Trauma-Informed Care Training** (World Without Orphans Conference, 2016)
  - **Volunteer Management Workshop** (Community Care Alliance, 2021)
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## Skills

- **Activity Planning:** Table games, music sessions, sports activities, community outings.
  - **Volunteer Leadership:** Training, delegation, and supervision of volunteers during programs.
  - **Documentation:** Record-keeping, resident fund management, incident reporting.
  - **Communication:** Fluent in Mandarin/English; skilled in teaching and motivating diverse groups.
  - **Organization:** Event logistics, supply inventory, calendar coordination.
  - **Physical Stamina:** Prolonged activity facilitation, mobility support, and outing supervision.
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## Additional Information

- **Driver's License:** BC Class 5 (valid) | Reliable vehicle access for community outings.
  - **Criminal Record Check:** Available upon request.
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#### Alignment with Job Requirements:

- **Education & Experience:** Grade 12 equivalency with 15+ years in recreational programming and volunteer coordination.
- **Certifications:** Food Safe Level 1 (completed), CPR/First Aid, and volunteer management training.
- **Skills Match:** Expertise in group activities, resident documentation, and interdisciplinary teamwork.
- **Fraser Health Values:** Highlighted experience in community-focused care, resident advocacy, and program innovation.

*References and activity program portfolios available upon request.*