



Jon Ou

4th year undergraduate business student with a specialization in marketing. Successfully managed and coordinated multiple IT projects with a PMO. Ability to quickly adapt and succeed in new technological and changing environments.

PROFESSIONAL EXPERIENCE

Global Affairs Canada - Project Coordinator

January 2017 - December 2017, Gatineau Quebec

Managed and coordinated over 6 projects in a portfolio consisting of a budget of over \$100,000 using agile methodology

Freed up over 10 GBs of database storage within the Portage campus through the coordination with the clients and network teams

Revamped and organized GAC's new Project Management Life Cycle for the PMO

Designed and improved the user interface and user experience of Global Affairs' internal Wiki page through HTML, CSS3, Bootstrap, and Javascripts

Facilitated scrum and sprint meetings between the PMO team and other departments of Global Affairs Canada

Reduced project timelines by a month through the elimination of excessive and duplicated tasks

University of Ottawa - Teaching Assistant

September 2015 - December 2017, Ottawa, Ontario

Lead and instructed a discussion group for an Introduction to Business course based on the Harvard Case Study Method

Marked and graded a cumulative total of over 200 case studies, midterms, and final exams

University of Ottawa - Research Assistant

September 2016 - December 2016, Ottawa, Ontario

Organized and processed survey summaries into useful information to assist in building data for the supervising professor's research project

Drafted survey questionnaires in order to gather important data for analysis

S.I Systems / Recruiter Trainee

May 2016 - September 2016, Toronto, Ontario

Created and managed SAP project schedules and reports consisting of over 250 participants and a \$450 budget

Assisted in the creation of flow-through diagrams between S.I Systems and Loblaw LTD using Lucidchart

Provided excellent recruiting services with over 30 call-outs and 4 placements within a 2 week period

University of Ottawa - Residence Mentor

January 2015 - May 2016, Ottawa, Ontario

Organized and led study group sessions pertaining the core aspects of Calculus 1 and Financial Accounting for first year Telfer students

Chosen to represent the Residence Mentors in the Housing Advisory Committee to discuss concerns and improvements within Housing Services of University of Ottawa

TECHNICAL SKILLS

HTML5	Microsoft	Sketch
CSS3	Office	Invision
Bootstrap	Microsoft	Photoshop
Javascript	Project	Illustrator
	Visio	
	Lucidchart	

SOFT SKILLS

Communication	Planning
Teamwork	Leadership
Problem Solving	Adaptability

PROJECTS

[DD2020 Wiki Website](#)

[New Ventures Project](#)

[Personal Website Prototype](#)

VOLUNTEER EXPERIENCE

Co-op Student Ambassador
(2017-Present)

CASCO Volunteer Street Team
(2014-Present)

Telfer School of Management Frosh
Leader (2015-2016)

Elementary School Teacher's Assistant
(2012)

EDUCATION

September 2014 - June 2019

Bachelor of Commerce - Marketing
University of Ottawa

LANGUAGES

English, Cantonese