

# Kiley (Kailai) Zheng

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## EDUCATION

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**University of Toronto**, Toronto, Canada

Sep 2022 — May 2026 (Expected)

*B.A. in Digital Enterprise Management (DEM)*

**Burnaby North Secondary School**, British Columbia, Canada

Sep 18 - June 2022

*Grade 8 - 12*

Honor Roll Award (all five years); GPA: 4.0

BN Marketing Scholarship

## WORK EXPERIENCE

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**Shoppers Drug Mart**

May 2021 — April 2021

*Pharmacy Assistant Intern*

Vancouver, British Columbia, Canada

- Organized and filled drugs, medicine, and creams for patients
- Communicated with patients over the phone and in-person
- Filled out patients' paperwork for the pharmacist

## VOLUNTEER EXPERIENCE

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**Youth Insights**

Jan 2021 — June 2022

*Co-Founder & Co-President*

Vancouver, British Columbia, Canada

Youth Insights is a registered non-profit organization that provides high school students with information and advice on different careers in an interactive format. Through various events, the organization helps to bridge the gap between industry professionals and aspiring youth.

- Leads the directors and oversees the organization of 50 students
- Plans and hosts virtual events/panels, interviews with industry professionals, and fundraisers
- Conducts interviews and oversees the recruitment process for new members
- NSG Grant Recipient, applied for and received a grant for the organization
- Created meeting plans and organization growth plans
- Handled the social media account, along with creating marketing posts
- Designed and created the website for the organization

## SKILLS & INTERESTS

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

**Skills:** MS Office (Advanced), Java (Intermediate), Python (Intermediate), Canva (Advanced), Adobe XD (Intermediate), HTML (Intermediate)

**Interests:**

- Novice Figure Skater, Champs International Skating Centre of BC
  - Highest rank achieved was 15th place in Canada
  - Was a member of the BC provincial team
  - Competed at National competitions

- Performed in two figure skating gala shows