

# Nicholas Ung

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## WORK EXPERIENCE

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### Richmond Christian School

June. 2022 – Aug. 2022

*Administrative Assistant*

*Richmond, BC*

- Assisted in the preparation of the school's annual budget and financial statements, and ensured that all financial records were accurately maintained and up-to-date.
- Handled sensitive private financial and personal information.
- Managed small-scale logistics and provided assistance with IT systems.
- Worked on multiple jobsites independently.

Conducted physical and digital archival work.

### Board's Boards

May. 2020 – Present

*Electronic Modification and Manufacturing*

*Richmond, BC*

- Founded and operated a small business selling controller modifications using 3D printed parts, Arduinos and other microcontrollers.
- Implemented marketing strategies to promote business growth, including social media marketing and local event participation.
- Designed and manufactured items using CAD software and 3D printing (FDM and Resin).
- Programmed Arduinos, Teensies and Pi Pico microcontrollers.
- Self-managed finances and marketing to specific niches.
- Worked with Customer Service and Conflict Resolution remotely.

### Kumon

Jan. 2019 – April. 2019

*Teaching Assistant*

*Richmond, BC*

- Checked and graded student homework assignments in math and reading to ensure accuracy and completion.
- Provided students with feedback and guidance on their assignments to help them improve their skills and understanding of the material.
- Developed strong communication and interpersonal skills through regular interactions with students and instructors.

## VOLUNTEER EXPERIENCE

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### UBC Esports Association

Aug. 2020 – Present

Currently: *Elected President*

Formerly: *VP Internal Relations, Counter-Strike Executive*

*Vancouver, BC*

- Provided leadership and oversight to a large university club, including managing the day-to-day operations, leading meetings, and coordinating with other club officers.
- Liaised between club executives and university personnel to organize room bookings, event logistics, and administrative duties.
- Utilized organizational and interpersonal skills to assist with club collaborations, from creation to facilitation of events with 100+ attendees.
- Developed leadership, teamwork, and organizational skills through the experience of leading a large student organization.

### Richmond Food Bank

October. 2019 – Mar. 2020

- Contributed to the mission of a local food bank by sorting and packing food donations, stocking shelves, and distributing food to individuals and families in need.
- Worked collaboratively with other volunteers to manage the flow of food donations efficiently.
- Utilized conflict de-escalation techniques to manage and resolve conflicts.

## EDUCATION & CERTIFICATIONS

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University of British Columbia

September 2020-Present

*BSc. Major in Computer Science*

**Richmond Secondary**

*International Baccalaureate Diploma Student*

**CERTIFICATIONS**

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*Vancouver, BC*

**September 2016-June 2020**

*Richmond, BC*

**Serving It Right**

**May 2022-May 2027**

**SKILLS & INTERESTS**

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▪ **Skills:**

- Programming: Java, C, C++, Python, Racket, R, R Studio, Arduino, VSCode, IntelliJ, Git, Linux
- Software: Microsoft Office suite, Google Suite, AutoCAD, KiCad, 3DSMax, Google Sketchup, Davinci Resolve, Notion, Slack, Teams
- Languages: Basic Mandarin, Basic French, Basic German
- Other: Team Management, Web Hosting

▪ **Interests:**

- Technology, Computer Science, Game Design, Emulation, Computer Building, Martial Arts