

Nicholas Ung

nicholaskeaneung@gmail.com ❖ (604) 446-0857

WORK EXPERIENCE

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.
- Responsible for small scale logistics.
- Provided aid on a small scale IT system
- Worked on multiple jobsites independently.
- Experience doing 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

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 efficiently and effectively manage the flow of food donations and ensure that all tasks were completed on time.
- Utilized conflict de-escalation techniques to effectively manage and resolve conflicts.

EDUCATION & CERTIFICATIONS

University of British Columbia

BSc. Major in Computer Science

September 2020-Present

Vancouver, BC

Richmond Secondary

International Baccalaureate Diploma Student

September 2016-June 2020

Richmond, BC

CERTIFICATIONS

Serving It Right

May 2022-May 2027

SKILLS & INTERESTS

- **Skills:** Experience with VSCode, IntelliJ and Git, Java, C, C++, Python, Arduino and other Microcontrollers, Management of small groups, networking, proficient with the Microsoft Office suite and Google's alternatives, experienced in 3D modeling software such as AutoCAD, KiCad, 3DSMax and Google Sketchup, Davinci Resolve, Basic Mandarin, Basic French, Basic German, Notion, Slack, Serving it Right Certification
- **Interests:** Technology, Computer Science, Game Design, Emulation, Computer Building, Martial Arts