

CHARLOTTE CHAN

✦ CURRICULUM VITAE ✦

TECHNICAL SKILLS

DESIGN

Adobe Illustrator, AutoCAD, Balsamiq, CNC Machines, ProEngineer, SpatialNET

MANAGEMENT

Hootsuite, HP Quality Center, Hybris, JIRA MS Visio, Omniture, OTMM, Smartsheet

PROGRAMMING

C++, Java, HTML/CSS, Python

SPECIALTIES

Project Management
UX/Human Factors Research & Design
Marketing & Financial Budgeting
e-Commerce & Merchandising
5+ years Customer Experience
Public Speaking & Stage Performance
Production using AutoCAD & CNC
Fluent in English & Cantonese6

EDUCATION

SYSTEMS DESIGN ENGINEERING

BASc UNIVERSITY OF WATERLOO, 2016

AWARDS & SCHOLARSHIPS

- ✦ First Place Pitch, Barn Raisers
STARTUP WEEKEND KITCHENER WATERLOO 2014
- ✦ Best Mobile Application Pitch
THE NEXT 36 CHALLENGE @ CUTC, 2012
- ✦ Representative for the National Conference on
Women in Engineering 2012
- ✦ University C Division Champions 2012
TORONTO INTERNATIONAL DRAGON BOAT FESTIVAL
- ✦ UW Alumni @ IBM Entrance Scholarship
UNIVERSITY OF WATERLOO, 2011
- ✦ Technology Design & Drama Awards
ST ROBERT CATHOLIC HIGH SCHOOL, 2009-2011

INTERESTS

- ✦ Great with saving money; Experienced negotiator and bargain hunter
- ✦ Social Butterfly; loves to meet new people & engage in new experiences
- ✦ Rock climbing, dragon boat, stage performance, & tae kwon do; Foodie & travel enthusiast

EXPERIENCE

LOBLAW COMPANIES LTD, TORONTO, ON

ASSOCIATE MERCHANDISER JAN - APR 2014

Member of the e-Commerce team, assist in the merchandising process for Joe Fresh; research, content creation & design for North America's first click & collect grocery online platform

KONTAGENT, TORONTO, ON

TECHNICAL PROJECT COORDINATOR MAY - AUG 2013

Understanding of web/mobile analytics & data mining, create new onboarding processes, UI designer for internal mobile training application & company Intranet, company event organizer

DELOITTE & TOUCHE, TORONTO, ON

BUSINESS SOLUTIONS IT INTERN SEPT- DEC 2012

PM for HP Quality Center upgrade, work with offshore testing team on product functionality, coach training sessions, lead UX and UI tests for the web/mobile CRM tool

ROGERS COMMUNICATIONS, TORONTO, ON

NETWORK PLANNING ASSISTANT JAN - SEPT 2012

Implement network elements in the fiber-optic network using SpatialNET and MS Visio, integrate SpatialNET as a nationwide design tool

PROJECTS & INVOLVEMENT

FOUNDER, BONSAI EVENTS

TORONTO, ON PRESENT

Ideator & executor of targeted marketing strategies & special events for small companies

CO-FOUNDER & DESIGNER, BARN RAISER

STARTUP WEEKEND WATERLOO 2014 PRESENT

Platform enabling non-profits, businesses & community builders to work together, share resources & create community based events

MARKETING DIRECTOR, RE:ME MOBILE APP

UNIVERSITY OF WATERLOO WINTER 2013

Velocity Demo Day 2012 Top Ten, Pitch finalist

DELOITTE'S JUNIOR ACHIEVEMENT

TORONTO, ON SEPT 2010- DEC 2012

President of student company with 250% profit return to shareholders, nominated for President Of The Year Award, lead a financial management class for grade 8 students