

Jason Pan

jcpan@edu.uwaterloo.ca | 20670765 | 647.998.7184

SUMMARY

- Waterloo **team lead with 3+ years experience** managing multiple major and minor projects simultaneously
- Outstanding **project management, leadership, and teamwork** skills
- Excellent **interpersonal communication skills** and a proven ability to successfully **manage multiple high priority assignments**
- **Multidisciplinary** skills and experiences that are applicable to many fields specifically **Engineering, Business, and Environment**

EXPERIENCE

MICROSOFT | Product Marketing Manager Intern

Sep. 2018 – May 2019 | Mississauga, ON
www.dynamics.microsoft.com

- Created PowerBI dashboards for Dynamics 365 events, **improved overall reporting accuracy of pipeline and opportunity data by 27.5%**
- Developed an internal case escalation system, **reducing operation times by 89%, decreasing meeting length from 1 hour to 40 minutes**
- Conceptualized, project managed, and **executed 5 stretch projects over 8 months** across various departments and product groups
- Produced and marketed content for the "PowerPlatform Did You Know Videos" pilot project, **reaching over 25,000 unique views**; project has since been replicated multiple times across global Microsoft offices
- Project managed and developed a chat-bot, MOE, for the Marketing & Operations team using **Azure's v.4 Bot Framework SDK in C# and JSON**
- Led a team of 5 to construct a marketing plan targeted at an **under-penetrated market for Microsoft's PowerPlatform**

WATERLOOP | Co-Lead & Co-op Supervisor

Sep. 2016 – Present | Waterloo, ON
www.waterloop.ca

- Leading an **administrative** and **infrastructure** team of **50+ diverse members**
- Implementing Google Suite for **100+ users, scalable for 4 month team rotations**
- Structured a **leadership team capable of handling 150+ students** effectively
- Developed an infrastructure team to **conduct feasibility studies** relating to **hyperloop technology** and **infrastructure** (Environmental Impact Assessment, Financial Projections, Infrastructure and Track Design, etc.)
- Planned and budgeted for **15+ large public events** resulting in sponsorships
- Supervised **10 co-op students**, encouraging team and personal development
- Created **meaningful relationships** with sponsors and mentors such as Altium, WEEF, and Larry Smith resulting in over **\$90,000 in sponsorship value**
- Planned and led the team to **The Official SpaceX Hyperloop Pod Competition** at SpaceX Hawthorne, CA and placed **Top 15**

CITY OF WINDSOR | Environmental Master Plan Intern

Jan. 2018 - Apr. 2018 | Windsor, ON
www.citywindsor.ca

- Developed and managed a custom, macro-enabled, user friendly **Gantt chart** for the **City of Windsor** using **Excel VBA**
- Researched, analyzed, and developed various environmental initiatives relating to **sustainable buildings, low impact development, and wastewater treatment**
- Generated **25+ strategy workplans** for the Community Energy Plan, part of the City of Windsor's **Environmental Master Plan**

KEY SKILLS

- Leadership
- Project Management
- Public Speaking
- Teamwork
- Self-motivation
- Time Management
- Business Finance
- Budget Management
- Conflict Resolution
- Creative Thinking

CREATIVE SKILLS

- 3D Design & Printing
- Autodesk Fusion 360
- Adobe Photoshop CC 2018
- Adobe Premiere Pro CC 2018
- Microsoft Office 365
- Microsoft Dynamics 365
- Microsoft PowerPlatform
- PCB Design & Prototyping
- HTML/CSS
- App Prototyping and Wireframes

LET'S TALK ABOUT...!

- Waterloo's Infrastructure Project
- Microsoft PowerPlatform Projects
- MOE
- PowerPlatform Pilot Project
- Personal/Company Excel Projects
- Environmental Master Plans
- Lumos Health Inc.

LINKS

LinkedIn: /in/jcpan
Website: jasonpan.io

EDUCATION

UNIVERSITY OF WATERLOO

B. ENVIRONMENTAL STUDIES, 3B
ENVIRONMENT AND BUSINESS
Expected June, 2021

