

KAREN WONG

Ancaster, ON Canada L9G 0G5

Mobile: (905) 932-4925 Email: karenwong464526@gmail.com

SUMMARY OF QUALIFICATIONS

- ✓ 4 years of international work experiences in various industries such as aviation, medical and accounting fields
- ✓ Multilingual ability benefits on learning new programming languages
- ✓ Excellent in fast-paced and high pressured work environments and adaptability
- ✓ Exceptional team player with proven ability to creatively complete multiple tasks within set deadlines
- ✓ Consistently use critical thinking to improve work efficiency

EDUCATION

Geographic Information System – Geospatial Management September 2017 – Present
Niagara-on-the-Lake, Ontario

Bachelor of Science in Physical Geography September 2009 – December 2013
Brock University, St. Catharines, Ontario

TECHNICAL SKILLS

Office software: MS Word, Excel, PowerPoint, Outlook, Access, Project
Specialized software: ArcGIS 10.5, MapInfo 15.2, Manifold 9, AutoCAD Map 3D 2017, ERDAS
MS Visual Studio 2017, VMware
Programming languages: HTML, CSS, Visual Basics, SQL, Python, R, Ruby, JavaScript
Languages: English: fluent
Cantonese: native language
Mandarin: proficient
German: basic

GIS TECHNICAL EXPERIENCE

Project Manager (Thesis Project) October 2017 – Present
Road Optimization with LiDAR Metrics

Rayonier AM Forest Management, Timmins, ON /Niagara College, Niagara-on-the-Lake, ON

- Develop a multi-criteria analysis to optimize the planned operational roads in harvested blocks using available data sources provided by the company
- Derive required data for the analysis from LiDAR imageries and process data in ArcGIS
- Script and edit the project model with Python as the final deliverable of the project
- Manage project budgets using MS Project and MS Excel
- Perform efficient time-management skills in balancing between school works and meeting set deadlines of the project

SUMMARY OF WORK EXPERIENCES

Administrator/Associate Administrator February 2017 – September 2017
Hong Kong Institute of Certified Public Accountants, Hong Kong

- Translated Taxation conference meeting notes in English and Chinese
- Assisted with the logistics of the department's main project – Best Corporate Governance Awards

- Coordinated seminars/forums/cocktails of the faculties of the Institute members to enroll; various systems such as *Flex system* for billing and *MAS system* for event registrations were used

Medical Receptionist

April 2015 – December 2016

KMH Cardiology & Diagnostic Centres, Toronto, ON

- Arranged and admitted patients who came for appointments with Cardiologists or diagnostic tests
- Gained medical knowledge and terminologies to understand the flows of medical procedures and to answer patients' questions
- Handled high volume of patients in the specialist's office; familiar with the company's self-invented electronic medical system – *eSPHINX*

Passenger Service Agent

August 2014 – April 2015

Swissport International Ltd., Mississauga, ON

- Processed check-in procedures passengers for multiple airlines; basic proficiency with the check-in system *Amadeus*
- Time-efficient on check-in procedures to ensure to cooperate the tight time line of every flight operation
- Solved and handled passengers' inquiries and concerns with known language skills

OTHER WORK EXPERIENCES

Optometrist Office Secretary

February 2015 – April 2015

Dr. Kit Guan and Associates, Markham, ON

Customer Experience Representative

March 2014 – September 2014

Greenwich Associates, North York, ON

VOLUNTEER EXPERIENCES

Tutor for Ethnic Minority Children

February 2017 – April 2017

Christian Action, Hong Kong

- Helped children with ethnic minority with their school works and to adapt new living environments

Registration Desk Assistant

May 2016

WWF Canada, Toronto, ON

- Assisted the WWF's CN Tower Climb for Nature by registering participants

REFERENCE AVAILABLE UPON REQUESTS