

Pengyin (Wendy) Shan

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EXPERIENCE SUMMARY

- Four years of experience, specializing in digital solutions for high-education institutions
- MBA Candidate 2020 (Specialization: Business Consulting)
- Proficient in Web Programming, Excel and VBA
- Competent at handling the public with diplomacy and professionalism

RELATIVE EXPERIENCE

- Feb 2018 - Aug 2018 **LIBRARY APPLICATIONS, UNIVERSITY OF BRITISH COLUMBIA** Vancouver, BC, Canada
Program Analyst
- Led a team of seven to design a digital repository test system. Reorganized 200,000+ digital objects and improved security level of the library system in one of the Top 5 Canada Universities
 - Analyzed, prioritized and resolved 30+ library IT incidents per week. Guaranteed 500,000+ international users to accessing materials anytime
- 2015-2017 **COMMUNICATION & PUBLIC AFFAIRS, EMORY UNIVERSITY** Atlanta, GA, U. S.
Web Developer
- Developed client relationships with department headers to fulfill department digital marketing requirements
 - Cooperated with designers to create university websites. Gained \$40,000+ contract in 2 years
- 2014-2015 **DISTANCE LEARNING, FLORIDA STATE UNIVERSITY** Tallahassee, FL, U. S.
Application Developer/Designer
- Led a team of four to create the front-end of the online exam appointment system for 100,000+ courses. Reduced average waiting time of student by 40 minutes
- Jun 2012 - Aug 2012 **INTERNATIONAL QA, HYLAND SOFTWARE INC.** Westlake, OH, U. S.
International Quantity Assurance Internship
- Designed Macro-Enabled Excel template to deploy automated test methodology with localization feature. Saved 60% of the original testing time
 - Facilitate VBA tutorial workshop to an international team of seven
- Aug 2011 - Sep 2011 **GLOBAL BUSINESS SERVICES, IBM CHINA** Beijing, China
Data Analyst Internship
- Optimized 155 Excel sheets for the largest power holding corporation of China. Reduced average preparation time of team by 20 minutes
- Aug & Dec 2012 **BUCK-I-SERV VOLUNTEER TRIPS** U.S.
Trip Leader
- Coordinated trip workflows and led teams of seven to volunteer in Minnesota and Michigan. Removed 20% of harmful plants in reservation area.
 - Improved team cohesiveness by creating team games and story-telling sessions

EDUCATION

- 2018 **SCHULICH SCHOOL OF BUSINESS, YORK UNIVERSITY** Toronto, ON, Canada
Master of Business Administration Candidate 2020
- 2009-2013 **COLLEGE OF ENGINEERING, THE OHIO STATE UNIVERSITY** Columbus, OH, U.S.
Bachelor of Science, Computer Science Engineering

ADDITIONAL INFORMATION

- Actively giving speeches in Toastmasters International clubs every week
- edX (BerkeleyX) Class Certification of Big Data
- Oracle Certified Associate, Java SE 7 Programmer