

# 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	<b>LIBRARY APPLICATIONS, UNIVERSITY OF BRITISH COLUMBIA</b> <i>Program Analyst</i>	Vancouver, BC, Canada
	<ul style="list-style-type: none"><li>• 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</li><li>• Analyzed, prioritized and resolved 30+ library IT incidents per week. Guaranteed 500,000+ international users to accessing materials anytime</li></ul>	
2015-2017	<b>COMMUNICATION &amp; PUBLIC AFFAIRS, EMORY UNIVERSITY</b> <i>Web Developer</i>	Atlanta, GA, U. S.
	<ul style="list-style-type: none"><li>• Developed client relationships with department headers to fulfill department digital marketing requirements</li><li>• Cooperated with designers to create university websites. Gained \$40,000+ contract in 2 years</li></ul>	
2014-2015	<b>DISTANCE LEARNING, FLORIDA STATE UNIVERSITY</b> <i>Application Developer/Designer</i>	Tallahassee, FL, U. S.
	<ul style="list-style-type: none"><li>• 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</li></ul>	
Jun 2012 - Aug 2012	<b>INTERNATIONAL QA, HYLAND SOFTWARE INC.</b> <i>International Quantity Assurance Internship</i>	Westlake, OH, U. S.
	<ul style="list-style-type: none"><li>• Designed Macro-Enabled Excel template to deploy automated test methodology with localization feature. Saved 60% of the original testing time</li><li>• Facilitate VBA tutorial workshop to an international team of seven</li></ul>	
Aug 2011 - Sep 2011	<b>GLOBAL BUSINESS SERVICES, IBM CHINA</b> <i>Data Analyst Internship</i>	Beijing, China
	<ul style="list-style-type: none"><li>• Optimized 155 Excel sheets for the largest power holding corporation of China. Reduced average preparation time of team by 20 minutes</li></ul>	
Aug & Dec 2012	<b>BUCK-I-SERV VOLUNTEER TRIPS</b> <i>Trip Leader</i>	U.S.
	<ul style="list-style-type: none"><li>• Coordinated trip workflows and led teams of seven to volunteer in Minnesota and Michigan. Removed 20% of harmful plants in reservation area.</li><li>• Improved team cohesiveness by creating team games and story-telling sessions</li></ul>	

## EDUCATION

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

## 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

