

# SONYA CAO

## CONTACT INFORMATION

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## SUMMARY

A driven, detail-oriented undergraduate student that possesses strong leadership capabilities. Seeking to utilize their interpersonal skills and experience in data analysis as a member of a dynamic team in a fast-paced environment.

## EDUCATION

### University of Western Ontario

- Current Computer Science student with a 4.0 GPA
- Ivey HBA Advanced Entry Opportunity Recipient

### Thornhill Secondary School

- Ontario Secondary School Diploma
- Graduated with Honors

## AREAS OF EXPERTISE

- Java, Python and HTML
- Adobe Photoshop and Adobe Illustrator
- MS Office and Google Suite
- Bookkeeping and Data Analysis
- Communication and Teamwork
- Creative Problem Solving

## LANGUAGES

English



Native

Chinese - Mandarin



Intermediate

## EXPERIENCE

### Bookkeeper

*Ledger Works*

2020/04 - present

- Provide bookkeeping and controllership services including financial statements, bank reconciliation and payroll
- Utilize software tools such as QuickBooks, Plooto, HubDocs, Clio and WagePoint
- Assist in the preparation of taxes and further financial documents

### Marketing Intern

*STMNT Inc.*

2019/11 - 2020/04

- Collaborated and supported the marketing and management teams in promoting and elevating the STMNT brand
- Assisted in redesigning the website and performed regular seasonal and promotional updates
- Responsible for preparing product and inventory updates and uploading them to the website

### Marketing Intern

*Euphoria Rave Apparel*

2019/04 - present

- Managed and maintained social media channels and helped grow followers by 25%
- Developed graphics for various marketing campaigns using Adobe Photoshop
- Designed custom product designs using Adobe Illustrator

### Administrative Secretary

*Tradeworld Realty Inc.*

2017/10 - 2019/09

- Collected invoices for clients in a prompt and professional manner
- Maintained, organized and updated the electronic and paper filing systems
- Delivered unrivalled service experience in a fast paced, dynamic environment

### Director of Marketing

*Western Venture Association*

2019/10 - 2019/03

- Increased engagement on our communication channels by 35% and elevated the WVA brand through consistent marketing.
- Created a variety of promotional content published on social media platforms for events, exemplified effective marketing skills
- Collaborated and added value to a diverse team of peers

## CERTIFICATES/AWARDS

- Western University Continuing Admission Scholarship Recipient
- Standard First Aid, National Lifeguard and CPR with AED Skills
- DECA Provincials Integrated Marketing Campaign Finalist
- DECA Internationals Advertising Campaign Finalist