

Tara Yuen

SYSTEMS DESIGN ENGINEERING

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SUMMARY OF QUALIFICATIONS

- Leadership and communication abilities from working as a certified sailing instructor and initiating numerous programs and projects
- Proficient in C++ and SolidWorks
- Experience with Microsoft Office and Adobe programs through design and administrative positions
- Dynamic client service skills from working with patients and doctors as a receptionist
- Strong organizational skills from managing time while participating in extracurricular activities, jobs, and clubs

EXPERIENCE

ADMINISTRATIVE ASSISTANT—COMPASS CLINIC

May 2014—June 2015

- Created psychological reports with patient assessments, supporting 10 doctors and therapists
- Provided assistance to patients through receptionist work while maintaining excellent client relations

SAILING INSTRUCTOR—ROYAL VANCOUVER YACHT CLUB

Summer 2013 and 2014

- Planned and conducted dynamic lessons for classes
- Responsible for twenty students aged 5-16
- Lead group activities on land and water during instruction in challenging weather conditions

ADMINISTRATIVE ASSISTANT—THE BRAG COMPANY

November 2012—March 2014

- Reconciled invoices using QuickBooks improving efficiency
- Consolidated duty drawbacks using Microsoft Office maximizing profits

EDUCATION

UNIVERSITY OF WATERLOO

Candidate for Bachelor of Applied Science in Honours Systems Design Engineering Co-op

Anticipated graduation: June 2020

Relevant courses: Digital Computation, Introduction to Design, Graphics, Matrices and Linear Systems

POINT GREY MINI SCHOOL

High school diploma—Graduated with Honours

VOLUNTEER EXPERIENCE

DESIGNER AND COORDINATOR—POINT GREY MINI SCHOOL

- Designed graphics for school branded clothing using Adobe Illustrator and Photoshop
- Organized printing and distribution of school spirit wear

PRESIDENT/FOUNDING MEMBER—BUILDING DREAMS CLUB

- Educated students and members on issues in developing countries
- Facilitated fundraising to support school building in Lesotho

JR. EXECUTIVE MEMBER—ROYAL VANCOUVER YACHT CLUB

- Coordinated and advertised events at the club
- Wrote and distributed monthly newsletters that communicated with over 100 members

TEACHER AND LEADER—LORD KITCHENER ELEMENTARY

- Tutored students at weekly sessions encouraging learning and growth

AWARDS

- Recipient of University of Waterloo's \$1000 Academic Scholarship
- Silver Duke of Edinburgh Award winner
- Gold medalist at the Greater Vancouver Regional Science Fair

ACTIVITIES AND INTERESTS

SAILING

- Competed at the 29er World Championships, North American Championships, and U.S. National Championships
- Winner of the BC Championships, podium finish at the Youth National Championships, qualifying for the National Youth Development Team
- Winner of the McMaster Invitational Regatta as part of the Waterloo Sailing Team

SKIING

- Raced on the school team for three years in Whistler, BC

INTRAMURALS

- Playing ultimate frisbee and volleyball contributing to team dynamics and spirit

GUITAR

- Improving skills during weekly practices