

Yuting Sun Master Resume

1. Header

Yuting Sun | London, Ontario | 416-732-5105 | 200203syttt@gmail.com

LinkedIn: <https://www.linkedin.com/in/yuting-sun-48bbb4211/>

Github: <https://github.com/Schlaflied>

Portfolio: [Learning and Development](#)

Project Sepcifications: [Yuting Sun projects](#)

2. Professional Summary

Learning & Development and EdTech professional with HR foundation and hands-on experience in AI-powered SaaS deployment, instructional design, and microlearning development. Skilled in bridging pedagogy and technology to deliver innovative training solutions across corporate, HR, and education sectors.

3. Education

- Western University — Master of Professional Education (TESOL), Sep 2024 — Aug 2025
 - York University — Bachelor of Commerce (Human Resources), Sep 2020 — Jun 2024
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4. Professional Experience

Parking Control Services Group — Administrative Assistant

Toronto, ON | Jul 2023 — Jun 2024

- Managed payroll processing for 10+ employees, ensuring 100% accuracy.
- Streamlined HR filing system, reducing discrepancies by 15%.
- Supported development of training documentation and process improvement initiatives.

SavvyPro Edu. Inc — Social Media Assistant

North York, ON | Mar 2024 — Present

- Created educational content across platforms, increasing engagement by 20%.
- Evaluated student feedback data to refine instructional flow and assessment design, increasing course satisfaction by 20%.
- Developed multimedia content, assessment frameworks, and learner engagement activities for self-paced and instructor-led formats.

Banhai Education Technology Co., Ltd. — Instructional Designer & Online Learning Facilitator

Wuxi, China | Jun 2021 — Jul 2022

- Coordinated cross-departmental collaboration between instructional designers, media specialists, and educators.
 - Assisted in the development of bilingual courses for global learners, integrating gamified learning experiences.
 - Conducted evaluation surveys, summarized feedback, and implemented improvements that increased learner satisfaction by 20%.
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5. Skills

- EdTech Tools and Instructional Design: H5P, Articulate Suite, Canva, Vyond, Google Suite, Figma, Obsidian ,LMS (Moodle, Canvas), curriculum design, ADDIE model
 - AI & Development: RAG, SaaS Deployment, Google Gemini/Open AI API, LangChain, Python (Flask), JavaScript, HTML/CSS, Google Apps Script, Ollama (local AI deployment) ,fine-tuning,n8n, flowise, dify, GCR/GCP, Docker
 - HR Practices: Recruitment, Onboarding, Payroll, Employee Relations, HRIS (Workday, SAP), Compliance (ESA, OHSA)
 - Certifications: CHRP (In progress), Western Certification in University Teaching & Learning (In progress)
 - Publications: - Author, *My 100 Toronto Moments* (essay collection), Amazon KDP, 2025. - Author, *Our Insync* (novel, bilingual edition) — manuscript completed, under review by multiple publishers.
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6. Projects/SaaS

Project Lens: A comprehensive full-stack AI platform using Gemini and Pinecone RAG to provide job seekers with detailed, citable reports on company culture, risk, and resume-to-job fit.

Academic Compass: A multi-channel AI career planner using Gemini to generate personalized academic career path reports focused on the Canadian market, delivered via a web app, Chrome extension, and Office Add-in.

Plot Ark: A full-stack, creative AI platform built with React and Flask/Gemini for deep narrative analysis and content generation to assist in story construction.