

Rachel Yichun Tang

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SUMMARY OF SKILLS & QUALIFICATIONS

- 2 years of progressive experience specializing in project risk management, stakeholder management analysis, and Environmental Management System within private large companies
- Excellent written and verbal communication skills demonstrated through stakeholder engagement
- Highly developed leadership skills through managing peers in diverse course projects
- Strong problem solving skills with ability analyze challenges and provide effective solutions
- Creative and resourceful team player with demonstrated ability to work independently
- Possess strong proficiency in Microsoft Word, Excel, OneNote, PowerPoint, Outlook, and SharePoint Online, SPSS, NVivo, and ISO 14001 certification assessment

EDUCATION

Master of Environmental Management, Resource and Environmental Economics July 2017 - December 2018
University of Queensland, Brisbane, QLD, Australia

Bachelor of Environmental Studies, Honours Environment and Business Co-operative September 2014 – June 2017
University of Waterloo, Waterloo, ON, Canada

Bachelor of Business Administration September 2012 – June 2017
Nanjing University of Finance and Economics, Nanjing, Jiangsu, China

RELEVANT EXPERIENCE

Business Analyst, Course Project July 2018 – December 2018
BambuBos, Yogyakarta, Indonesia & Brisbane, Australia

- Developed an integrated business plan for the client
- Analyzed first-hand data collected from local government, the client, and local communities
- Adopted sustainability livelihood framework for assets evaluation to identify development complexities
- Created SWOT analysis pentagons to visualize inter-relationships between identified assets
- Structured sustainable plan for environmental responsibility, community livelihoods and financial benefits

Sustainability Consultant, Capstone Project September 2016 – April 2017
Live Nation Entertainment, Toronto

- Structured overarching sustainable strategies for Budweiser Stage
- Developed operational readiness criteria integration to support transition of new management strategies
- Conducted cost-benefit analysis to identify ROI of external business partnerships
- Created patron engagement programs for civic engagement and customer satisfaction

Environmental Health and Safety (EHS) Associate & Data Analyzer, Co-op February 2016 – August 2016
Medtronic China, Changzhou Kanghui Medical Innovation Co., LTD., Jiangsu, China

- Reviewed and reported changes of provincial legislation and regulations regarding Environmental Health and Safety (EHS) hazards to management
- Conducted benchmark research to improve EHS Management System efficiencies for department
- Evaluated green management strategies to improve operational cost savings
- Analyzed data results on medical devices best practices to mitigate user and recipient risk
- Created, led and engaged new EHS staff training for 8 new recruits

- Improved medical devices data entry and extraction efficiency, increased efficiency by 15%

Environmental Services Operations Associate, Co-op

May 2015 – August 2015

Pureliving China, Shanghai, China

- Reviewed and coordinated client projects to improve stakeholder communication and relations
- Prepared and presented client environmental indoor energy and air quality reports using Environmental Service program guidelines
- Led operations department independently and created volunteering opportunities
- Measured and collected client's energy usage and indoor air quality
- Increased efficiency of client environmental report by 3 days
- Ensured smooth and timely office-wide operations, including consulting services, managing documentation and client engagements

Office Secretary, Co-op

July 2013 – September 2013

Agricultural Development Bank of China, Jiangsu, China

- Handled documentation and maintained communication throughout multidisciplinary team
- Provided information and solutions for client concerns based on needs
- Attended business meetings and recorded minutes
- Formulated bank deposit plan and presented plan features
- Assisted and arranged meetings between departments

Volunteer Experience

Eco Design Fair Volunteer

June 2015

Eco Design Fair 2015, Shanghai, China

- Presented eco-conscious lifestyle options and products to the public
- Offered indoor environmental tests for potential residential and commercial clients

Mandarin Tutor

September 2014 – April 2015

University of Waterloo, Ontario

- Successfully helped Mandarin beginners and intermediate students passed Mandarin courses
- Assisted in language communication reunion activities