**Yingfan Cai (Minna)**

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| 1230 Ave du Doctor Penfield, Apt 504 | yingfan.cai@mail.mcgill.ca |
| Montreal, QC, Canada – H3G 1B5 | 438-927-7605 |

**Objective**

A self-motivated and diligent third year student seeking a summer internship in Civil Engineering. Strong background in design and landscape architecture with solid command of industry software. Possess ability to complete projects of even unfamiliar subject within a tight deadline.

**Education**

**Bachelor of Civil Engineering,** **September 2016 – May 2021**

*McGill University (Montreal, Quebec)*

* CGPA 3.61 / 4.00

**Skills**

**Software:** Microsoft Word, Excel, PowerPoint, AutoCAD, SketchUp, Adobe Photoshop, Illustrator.

**Certification:** WHIMIS 2015 Certificate

**Languages:** English (Fluent), Mandarin (Fluent), French (Intermediate)

**Professional Skill:** Surveying

**Work Experience**

**Landscaping Assistant,** Urban Seedling, Montreal, QC.  **August 2017**

* Aided in the maintenance of the demonstration gardens under supervision of the greenhouse manager.
* Created preliminary sketch and planned the layout of a new demonstration garden to be visited by clients.

**Civil Engineering Intern,** Dalian Yida Real Estate Co., Ltd. Dalian, China **July 2018**

* Assisted senior engineers with document reviewing and AutoCAD editing.
* Organized files and wrote contracts for faster access and efficiency in the workspace.

**Graphic Design Intern,** Well Glory Development Co., Ltd. Taipei, Taiwan. **June 2018 – July 2018**

* Used SketchUp, Photoshop and Illustrator to create graphic designs for clients.
* Worked with the design department on projects including tea bag designs, old building renovations, and interior decorations for Hotel Discover. Provided mock ups and presentations of the design outcome.

**Landscaping Assistant,** St. Margaret’s School, Victoria BC. **February 2016 – June 2016**

* Designed a 12 by 8 meter garden bed and monitored the entire process until the plan came to completion in June 2016.
* Partnered with a senior landscaper to gain knowledge of the maintenance and design of the school’s landscape plan.

**Engineering Project at McGill University**

**CCOM 206 Business Proposal****October 2017 – November 2017**

* Partnered with 4 engineering students from respective engineering disciplines and, as a team, proposed to renovate McGill University’s Lower Field. Created a final report and delivered a presentation on cost, technical drawings and timeline for the project.

**Community Involvement**

**Member of McGill Bridge Building Team,** Montreal, QC: Actively participated in trainings and design process such as welding and arching.

**Elected member of Student Council,** St. Margaret’s School, Victoria BC: Organized multiple student-run events and assemblies.

**Volunteer Naturalist,** Shaw Center for the Salish Sea, Sidney BC: Offered informational tours of the aquarium to visitors.

**Junior Volunteer,** BCSPCA, Victoria BC: Provided small animals with exercise, mental stimulation and positive physical contact