

Wen Sophie Xu

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Web Developer

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PERSONAL PROFILE

I am a motivated and driven software engineering technician graduate with 4 years of experience in project management and public relations in an IT company. I have worked for dozens of projects that helped me to adapt to the changes quickly. I am able to work well both in a team environment as well as using own initiative. I am also skilled in multitasking, time management, risk control, problem solving. My inter-disciplinary educational background, different work experiences along with my trilingual skills in (English, Mandarin and Cantonese) prove that I'm an excellent employee. I am currently seeking a Junior Full-Stack Web Developer position to take my career to the next level.

SUMMARY OF QUALIFICATIONS

- C#
- Python
- HTML&CSS
- JavaScript
- MySQL
- Java
- Cool Edit
- Photoshop
- Agile/Scrum methodology
- Project management
- Multiple Tasks Solving
- Strong decision maker
- Public relations experience

- Inter-disciplinary educational background
- Problem Solving
- Trilingual skills

EDUCATION

Software Engineering Technician, Diploma

Centennial College, Toronto, Ontario, Canada.

January 2020-Present

Relevant Courses Completed:

- Programming (C#)
- Web Interface Design
- Client-Side Web Development
- Database

Key Achievements:

- GPA 4.141
- Web Design Sample Link:
<http://studentweb.cencol.ca/wxu63/06%20Assignment3/Assignment3.html> Achievement

Philosophy Aesthetics, MA in Philosophy

Zhejiang University, Hangzhou, Zhejiang Province, China

September 2010-June 2012

During my study at Zhejiang University from 2010-2012, I chose to research and wrote my thesis on the literature portfolio of Kazuo Ishiguro, a Japanese born British novelist who won the Nobel Prize in Literature in 2017. I was the first postgraduate in China who researched and analyzed Kazuo Ishiguro's literature portfolio including his 6 novels. My Graduation thesis "Lost and Remains-Modern Predicament and Aesthetic Implication of Kazuo Ishiguro's Novels" was selected as an excellent graduation thesis. It was published on the CNKI(www.cnki.net) and was

included in the China's outstanding master's database in August, 2012. Currently my thesis is cited 21 times and downloaded more than 1000 times.

Key Achievements:

- The graduation thesis was rated as excellent thesis

Ideological and Political Education, BA in General Laws

Shenyang Normal University, Shenyang, Liaoning Province, China September 2006 - June 2010

I was the top student at Shenyang Normal university, ranked number one. I am the only student who achieved the Liaoning Provincial Government Scholarship in 2009 in the whole program. In addition, I chose to volunteer to be a student teacher for a village school for two months. As a result, I won the excellent student teacher award in university.

Key Achievements:

- GPA 3.51
- Head of the Public Relations Department of the Student Union
- Head of the Network Development Department of the School Work-Study Union
- Liaoning Provincial Government Scholarship owner
- Shenyang Normal University First Class Scholarship (2 times), Moral Scholarship, Social Contribution Scholarship
- Excellent student teacher Award of school teacher education practice
- Outstanding Student Certificate, Shenyang City
- Outstanding Student Leader Certificate, Shenyang University

WORK HISTORY

Zhongyihe Technology Co., Ltd (Parent Company of Supcon).

Hangzhou, Zhejiang Province, China

March 2015 – January 2017

Administrative Manager

- Project Coordinator:
 1. Execute project plan and schedule
 2. Report project progress to project manager
 3. Organize project meetings and recording meeting content
 4. Coordinate and communicate between stakeholders and project team
 5. Write project documents
- Administrative Assistant (Board of Directors meetings, and shareholder meetings)
 1. Organize Board of Directors meetings and shareholder meetings
 2. Record and summarize meeting minutes
 3. Assist Board Secretary including preparing, organizing and archiving documents.
 4. Manage Applications for Business Corporation Amendments for the Government of China
 5. Administrate and manage six partners of Supcon Group

Key Achievements:

- Core organizer and coordinator of Internet of Vehicles Working Committee of Internet Society of China
- I was the core organizer and coordinator to plan and organize the project of 2016 China Internet of Vehicles Application Industry Conference. The conference was held on April 10th, 2016 in Hangzhou, China. And more than 50 companies and institutions and around 400 representatives attended the conference.

Supcon Group Co., Ltd.

Hangzhou, Zhejiang Province, China

July 2012 – August 2014

Project Coordinator/Public Relations Specialist

- Projects Coordinator:
 1. Execute project plan and schedule
 2. Report project progress to project manager
 3. Organize project meetings and recording meeting content
 4. Coordinate and communicate between stakeholders and project team
 5. Write project documents
- Public Relations Specialist
 1. Assist public relations manager to maintain relationships with government, business, customers, Business partner and Media
 2. Maintain the connection of Ministry of Science and Technology of China
 3. Collect and filter projects sponsor information from government science and technology departments at all levels
 4. Assist Public relations manager to prepare or oversee preparation of reports, briefs, bibliographies, speeches, presentations, Web sites and press releases
 5. Organize and execute meetings, ceremonies and other events for publicity, fund-raising and information purposes
- Manager of Association for Science and Technology of Supcon
 1. Organize and recruit and manage members
 2. Plan, organize and execute activities
 3. Connect and maintain the relationship between government's and other company's Association for Science and Technology
 4. Manage projects in Association for Science and Technology field
 5. Daily financial management

Key Achievements:

- Outstanding employee
- I was a manager of the Association for Science and Technology of Supcon. I was fully in charge of daily work of this association. I planned and held a big project of popularizing science knowledge in the group by myself and around 200 workmates attended this project. I also tutored and assisted subsidiaries to get sponsors (6 projects for RMB 300 thousand total) from local government successfully.

TECHNICAL SKILLS SUMMARY

Category: Programming (HTML, CSS, JavaScript, C#, Python, SQL)

Category: Project Management

Category: MS Office, MS Project

PERSONAL INTERESTS / VOLUNTEER WORK

- Relevant interest: Swimming, Travel, Reading
- Volunteer experience: In 2009, I decided to volunteer to be a student teacher for a village school for two months. As a result, I won the excellent student teacher award in university.