

Yolanda Ma

1430 City Councillors St
Montreal, QC H3B 1B4

438-924-7323
qingyue.ma@mail.mcgill.ca

EDUCATION

Bachelor of Science, Computer Science and Statistics

Expected Completion: May 2021

McGill University, Montréal, QC

High School Diploma

2015 - 2017

University Hill Secondary School, Vancouver, BC

WORK EXPERIENCE

Office Assistant

Sept 2018 - Present

McGill Psychology Department, Montreal, QC

- Completed data entry, and general office tasks including photocopying, filing, sorting, scanning and shredding
- Performed basic word processing functions, such as document formatting, spreadsheet editing and labelling

Physics and Chemistry Teaching Intern

JNC Study Abroad Platform, Shenzhen, China

Summer 2018

- Demonstrated lab techniques and assisted professors with generating and selecting exercise and lab materials
- Explained challenging concepts to 40 students in total in both university level courses and brought the average to A-
- Evaluated homework, tests, and labs and held office hours to ensure students understood course concepts

EXTRA-CURRICULAR ACTIVITIES

Hacker

Feb 2019

McHacks 6, Montréal, QC

- Worked on a project with the team
- Attended workshops and participated in the competitions

Media Director

McGill Chinese Students and Scholars Association, McGill University, Montréal, QC

Sept 2017 - Present

- Communicated with other departments for photo and file arrangement

McGill International Student Buddy

International Student Services, McGill University, Montréal, QC

Mar 2018 - Present

- Communicated with new McGill students from abroad prior to their arrival and provide assistance and advice

Event Assistant

Vancouver Parks Board and The Finer Details Event Planning, Vancouver, BC

Sept 2016 - Oct 2016

- Answered questions from guests at multiple spots of events for modelling customer service skills
- Guided and managed the large crowds of over 1,000 people and involved in line control

Certifications and Skills

- Skills: C, Java, OCaml, Swift, Adobe Photoshop and Microsoft Office Suite (Word, Excel, PowerPoint)
- Standard First Aid CPR/AED Level C Certified (exp 2020)
- Language: English, Mandarin and basic French

INTERESTS

E.g. Photography, traveling