

Ricky Woon Lam Ngan

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EDUCATION AND TRAINING

McGill University, Montreal, QC

Bachelor of Commerce, Finance, GPA 3.24/4.0

Concentration: Information Systems

100-Hour TESOL/TESL Teacher Training Certification

Oxford Seminars

EMPLOYMENT EXPERIENCE

Special Assistant

Summer 2008

Dr. Saad Jabbour, Vancouver, BC

- Identified expired medication and carefully differentiated them in preparation for disposal
- Reorganized personal storage: rearranged furniture, disposed of irrelevant and outdated documents

Corporate Services (HR) Assistant

Summer 2006 and 2007

Lo's Enviro-Pro Holdings Ltd., Hong Kong

- Evaluated quality assurance to staff attendance sheets
 - Assisted in clerical procedures for the HR department
 - Organized office paperwork: guide sheets, file and document organization, and other various filing duties
 - Updated computer database due to new system implementations
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EXTRACURRICULAR

Community Engagement Program (Volunteer)

Summer 2009

Global China Connection, Beijing, China

- Gained new perspectives and intercultural experiences through working with the faculty and children of Guang Ai Migrant Children's School
- Designed English curriculum for immediate tutoring usage
- Taught English to disabled children on a one-on-one basis, as well as lecturing small classes of young children
- Received local media attention for outstanding accomplishments and meaningful work: Blue Ocean Network, China Radio International

I.T. Director

2008 – 2009

McGill Chinese Students' Society, Montreal, QC

- Designed club membership card, banner, and event advertisements
- Collaborated with other executive members (10) in planning and executing events
- Coordinated effectively with the other I.T. director in managing all technical issues

Children's Day Camp Volunteer

Summer 2005

North Vancouver Recreation Commission, Vancouver, BC

- Supervised and led a group of young children (ages 5-8) during activities and field trips
 - Maintained a high level of awareness to prevent injuries and behavioural problems
 - Communicated and collaborated with peers (3) with all tasks and activities
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Languages: English, Cantonese, Mandarin

Skills: Microsoft Office [Word, Excel, PowerPoint, Access, Project, Visio], Adobe Photoshop, Adobe Freehand MX, Minitab

Interests: Ice Hockey, Fitness, Badminton, Squash, Snowboarding, Mahjong, Music