

# Wenjuan(Heaven) Zheng

3698 Ellesmere Road,  
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## SUMMARY OF QUALIFICATION

- ♦ Effective verbal communication skills achieved in compost-collecting work and promoting volunteer events
- ♦ Comprehend concepts, principles, and methods of City Study, their application in important social topics
- ♦ Excellent time management and organization skills from years of schooling
- ♦ Responsible, dedicated, and detail oriented, with great team spirit
- ♦ Technical writing skill with logical thinking and ensure suitable format
- ♦ Fluency on speaking, reading and writing in Mandarin, Cantonese, and Hakka
- ♦ Experienced with both Microsoft Office 2003 and 2007(Excel, PowerPoint, and Word) and Mapinfo

## EDUCATION

**Candidate, Honour Bachelor of Science, 3<sup>rd</sup> Year**

**Sept. 2007-Present**

Double Major in City Studies and Environmental Science, Co-op  
University of Toronto Scarborough  
GPA: 3.56/4

## WORK EXPERIENCE

**Research assistant**

**May.2009-Aug.2009**

- ♦ Professionally helped to prepare and administer the service learning course under the supervision of Professor
- ♦ Organized and maintained the off-site community office located at 4117 Lawrence Avenue East in the Kingston/Galloway neighbourhood.
- ♦ Creating and organizing program files on housing issues, priority neighbourhood and community information.

**Research assistant**

**Jan. 2009-May.2009**

- ♦ Professionally proofread and edit professor's manuscript ensure high quality of the book
- ♦ Sensibly check out the consistence of the format on the book and the logic of the book
- ♦ Criticize the book and provide useful information from a student perceptive so that the professor can adjust his writing and logic
- ♦ Use Microsoft Excel to format and charts of the book at excel in order to make the model on the book easily understood by the potential reader

**Invigilator**

**Sept 2008-Present**

- ♦ Professionally invigilated 3 sociology course exam and 1 geographic course exam at University of Toronto
- ♦ Assist professor to hand out the exam paper before the exam and carefully check out whether there are student cheating to ensure a fair exam environment
- ♦ Properly and kindly answer students questions during the exam ensure they can complete their exam within the time frame

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## STUDENT VOLUNTEER

### Artsideout Design Curator

Oct. 2009

- ♦ Actively attended the design, programming meeting and contributed own ideas to the project
- ♦ Creatively designed the signage and arrows and made them in order to direct the flow to the right places
- ♦ Enthusiastically help out the programming team to prepare the painting displace, lantern for music concert and fishbowl for the drama to ensure the success of the event

### Singing Carols Senior Home at Province Health Care Center

Dec. 2008

- ♦ Actively participated in this event which aimed to bring Christmas happiness to the seniors at Carol Day
- ♦ Enthusiastically practiced singing in preparation of the event to give the best performance
- ♦ Patiently communicated with the seniors who had lost of their ability to speak, walk or express their feelings, to help increase their holiday enjoyment

### Climate Catastrophic and Social Justice: Analysis and Action conference

Oct. 2008

- ♦ Actively get involve in out-reach work in Scarborough campus, sending out the flyers and make a class announcement to attract more people coming to the meaningful event
- ♦ Enthusiastically promoted the conference and introduce people to their interested workshop to keep the conference well organized

### Notes taker for Access Ability Service in Campus

Sept. 2008-present

- ♦ Responsibly attend all the lecture, take notes and spend addition to organize the notes in order to make a better version of notes for the students who are physically-challenged

### Variety Village

Feb. 2008

- ♦ Efficiently worked in a 40-people team making 21,000 souvenirs in 7 hours to raise money for disabled people during Reading Week Reach Out

### Green Wizard Association

Jan. 2008 – Sept. 2008

- ♦ Promoted Green Wizard program and organic composing concept to new students on residence
- ♦ Collected and cleaned up the 30 green bins at the end of the semester, preparing for new semester
- ♦ Recognized as an active volunteer in resident by participating in composing program

## INTEREST

Soccer, Table Tennis, Basketball and Latin Dance