

# Tongyan (Melissa) Ban

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## Education

**BACHELOR OF HEALTH SCIENCES | PRESENT | QUEEN'S UNIVERSITY**  
**OSSD, IB | JUNE 2022 | WHITE OAKS SECONDARY SCHOOL**

## Work Experience

**HOUSE PRESIDENT | QUEEN'S RESIDENCE SOCIETY | 2023/08 - PRESENT**

- Work alongside the rest of the residence staff team to create and maintain a better community for residents.
- Advocate for Queen's students living in residence, design engaging building-wide programming.

**DATA SCIENCE APPRENTICESHIP | PRECEPTOR KANE | 2023/06 - 2023/09**

- Using R studio, constructed tutorials based on data science textbook, which will be used by students in Preceptor's data science boost camp.
- Consolidated data science skills with using R language, while gained new insights into solving complicated problems in R.

**HR ASSISTANT | FASTER MOVING LOGISTICS | 2022/10 - PRESENT**

- Sorted staff profiles, respond to and/or re-direct staff emails to HR manager, organized staff socials.
- Reviewed hiring documents, delivered virtual new staff onboarding training.
- Prepared monthly meeting materials, helped prepared annual HR report.

**HR EXECUTIVE INTERN | QUEEN'S RESIDENCE SOCIETY | 2022/10 - 2023/05**

- Standardized hiring criteria, organized staff socials, reviewed staff training modules.
- Prepared presentations and reports for monthly general assembly on behalf of the HR department, reviewed Residence Society staff training practices,
- Assisted the Marketing department with events promotion.

**MISSISSAUGA SECONDARY ACADEMY (MSA) | TUTOR | 2022/06 - PRESENT**

- Worked as high school tutor, dedicated to STEM subjects and ESL.
- Worked as IB tutor, capable of teaching SL math, SL bio, HL chem, HL geo, as well as IAs and EEs.

**STUDENT REP | QUEEN'S RESIDENCE ADVISORY COMMITTEE | 2022/09 - 2023/05**

- Served as student-at-large representative on the Residence Advisory Committee.
- Input student perspectives, participated in monthly discussions.

**SILONG EDUCATION | TUTOR | 2021/09 - 2022/03**

- Taught newcomer students about local culture and their respective high school courses.
- Can independently design courses and plan lessons, while take into consideration each student's special need.

## Volunteer Experience

**CLUBS DEPUTY COMMISSIONER | QUEEN'S HEALTH SCIENCES SOCIETY | 2023/05 - PRESENT**

- Oversee all Health Sciences Society ratified clubs, including ratification, events approval and budgeting.
- Monitor community commissioner email and club-specific email.
- Assist the commissioner with community-based events and faculty formal planning.

**EVENTS DEPUTY COMMISSIONER | QUEEN'S CHINESE STUDENTS AND SCHOLARS' ASSOCIATION | 2023/05 - PRESENT**

- Planned and hosted the 2023 Spring Festival temple fair, annual mid-Autumn festival gala of 2022.

- Leading in planning a series of first-year orientation events for summer 2023.

**PRESIDENT | QUEEN'S UNIVERSITY, BUDDHA'S LIGHT COMMUNITY CLUB | 2022/10 - PRESENT**

- Founded the first Buddhism club at Queen's University. Affiliated with Fo Guang Shan temple of Ottawa, ratified with Queen's Health Sciences Society, this club is recognized by Buddhism temples across Ontario. Fostered a sense of community and belonging for Buddhist students at Queen's.
- Planned and hosted the Spring Festival Prayers at Ottawa (2023), monthly Q&A with the Venerable, as well as pop-up meditation sessions.

**FIRST-YEAR REP | QUEEN'S PRE-DENTAL SOCIETY | 2022/09 - 2023/05**

- Interested in pursuing a career in dentistry, raised dental awareness among first-year students.
- Responsible for sponsorship of the annual dental conference.

**FIRST-YEAR REP | QUEEN'S CONFERENCE ON OCEAN SUSTAINABILITY | 2022/09 - 2023/05**

- Interested in ocean sustainability, raise awareness, and educate the public via conference.
- Worked alongside the events team, planned activities such as lakeside clean up and fundraising sticker sale.

**OUTREACH EXECUTIVE | ON THE SAME PAGE | 2022/09 - 2023/05**

- Realized the importance of literature to hospitalized patients, joined OTSP as outreach executive.
- Connected with hospitals and publishers, aiming to bring OTSP club-created books into hospitals, potentially to hospitalized children.

**MONARCH DENTISTRY | 2022/08 - PRESENT**

- Gained dental knowledge and built a clear recognition of dentistry.

**JOSEPH BRANT HOSPITAL | 2022/06 - PRESENT**

- Volunteered with the Hospital Elder Life Program (HELP), assist with physical activities like walk and range of motion, as well as food.

**OFFICIAL ACCOUNT COORDINATOR | SAVE FUR PETS | 2021/07 - PRESENT**

- Managed the WeChat official account of SFP.
- Able to write, edit and typeset independently. Also involved in content audit and management, responsible for coordinating other writers and editors.

**PRESIDENT | TUTORING CLUB | SEPTEMBER 2019 - JUNE 2022**

- The Tutoring Club was created to help students with their academic work and hoping to make a difference in school.
- Responsibilities include: recruit tutors, communicate with tutees, communicate with school/staff/supervisors, assign volunteer hours, direct the marketing team.

**INTERNATIONAL REP | STUDENT GOVERNMENT | OCTOBER 2020 - JUNE 2022**

- Elected as the International student representative at White Oaks Secondary School's student council, representing the international student community, as well as the variety of culture at WOSS.
- Organized and led many activities during the two years on council, such as prom, spirit week and commencement, through which improved on communication and planning skills.

**CHAIR | HALTON YOUTH VOICES COUNCIL | AUGUST 2021 - AUGUST 2022**

- Led many community projects, including a training session for Volunteer Halton and a roundtable with MMP Effie Triantafilopoulos.

**FACILITATOR | CENTRE FOR IMMIGRANT & COMMUNITY SERVICES | JULY 2020 - APRIL 2021**

- Joined CICS and helped facilitated English Circle group during summer.
- Designed curriculums for CICS English Conversation Circle

**CAT CREW LEADER | WHITE OAKS SECONDARY SCHOOL | JULY 2020 - JUNE 2022**

- Cat Crew is a group of student leaders at White Oaks that helps to introduce new comers to the school and ensures everyone a smooth transition.

- Met new peoples and gain leadership skills through this role.

## **Skills and Abilities**

- Love to work with other people, enjoy the process of working collaboratively towards the same goal.
- Excellent communications, time management and leadership skills gained through years of participating in clubs and social organizations.
- Able to work independently, while also enjoy interacting with and learning from the rest of the team.
- Excellent computer skills, very experienced with MS office suite.
- Very self-motivated, can self-prompt to problem-solving and able to self-study.
- Can speak English and Mandarin fluently, can also communicate in Spanish.
- Excellent data analytic skills, experience with Excel, SPSS, R studio and MATLAB.

## **Certificates**

**TCPS2 CORE CERTIFICATE | 2023/09**

**MATLAB TUTORIAL COMPLETION CERTIFICATE | 2023/07**

**DATA SCIENCE BOOST CAMP | 2023/06**

**RESEARCH WORKSHOP (QUEEN'S) | 2023/01**

**STANDARD FIRST AID & CPR-C | 2022/08**

**CANADIAN SENIOR MATH CONTEST CERTIFICATE OF DISTINCTION| 2021/05**

**EUCLID CERTIFICATE OF DISTINCTION| 2021/05**

**CANADIAN INTERMEDIATE MATH CONTEST CERTIFICATE OF DISTINCTION| 2019/11**

**PASCAL CERTIFICATE OF DISTINCTION| 2019/11**

**HONOURS AWARD | 2019-2022**