

Melanie Liu

Assistant Language Teacher & Freelance Illustrator

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WORK EXPERIENCE

Assistant Language Teacher (ALT)

Shikaoi Board of Education / Town of Stony Plain

08/2021 - Present *Shikaoi, Hokkaido, Japan*
Shikaoi, Hokkaido, and Stony Plain, Alberta, have been sister towns since 1985, fostering cultural exchange for 39 years.

Achievements/Tasks

- Teach at two junior high schools and one high school since August 2023
- Develop and teach the curriculum for Grade 10's Canada Class, preparing students for their school trip the following year
- Lead bi-weekly evening English language classes for adults
- Supported English learning at four kindergartens and five elementary schools (August 2021 – July 2023)

Associate Consultant

Flip Learning

06/2020 - 08/2021 *Edmonton, Alberta, Canada*
Flip Learning is a boutique management consultancy that transforms organizational learning and change through a human-centered approach.

Achievements/Tasks

- Supported ongoing projects for Alberta Blue Cross, EPCOR, Alberta Health Services, Williams Engineering, and other clients
- Compiled research and developed business proposals
- Managed team meetings and digital tools, and helped conduct design sessions for organizations

Campus Recruitment Coordinator (Co-op)

Deloitte LLP

01/2019 - 04/2019 *Edmonton, Alberta, Canada*

Achievements/Tasks

- Facilitated full recruitment cycles for Winnipeg and Victoria consulting service lines and managed the Vancouver intake for the Deloitte National Leadership Conference 2019
- Organized schedules for 75+ volunteers for University of Calgary and UBC Deloitte Days
- Developed a nationwide document outlining co-op recruiting timelines for 35+ schools (2019-2020) for advisors and coordinators

Business Analyst Student (Co-op)

City of Edmonton

05/2017 - 12/2017 *Edmonton, Alberta, Canada*

Achievements/Tasks

- Enhanced user experience of the TACS Help system by creating a detailed 40-page operations manual and conducting training sessions on using the Adobe Robohelp 2017 self-authoring tool
- Developed Quick Guides to streamline the creation and implementation processes of help pages
- Led personal development sessions during team meetings

SKILLS

Public Speaking

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Smartsheet

Asana

Google Workspace Products

Procreate

UX

UI

EDUCATION

Bachelor of Commerce with Co-operative Education

University of Alberta

09/2014 - 05/2019

Edmonton, Alberta, Canada

Key Points

- Majored in Strategic Management and Organization (SMO) with a minor in Finance
- Completed two courses (6 credits) through the Yonsei International Summer School Program in Seoul, South Korea (July – August 2018)

Lougheed Scholar

Peter Lougheed Leadership College (PLLC)

09/2016 - 05/2018

Edmonton, Alberta, Canada

Key Points

- Awarded a \$10,000 scholarship to complete the two-year certificate program
- Produced our first-year project, earning a 90% grade upon final submission

INTERNATIONAL CASE COMPETITIONS

University of Alberta Case Team, Heavener International Case Competition, Florida 2018

3rd Place, University of Alberta Case Team, National Strategy Consulting Case Competition, Vancouver 2017

University of Alberta Case Team, HSBC/HKU Asia Pacific Business Case Competition, Hong Kong 2017

CERTIFICATES

UX Design Fundamentals (12/2024)

Authorized by the California Institute of the Arts and administered via Coursera

Visual Elements of User Interface Design (10/2024)

Authorized by the California Institute of the Arts and administered via Coursera

LANGUAGES

English



Mandarin



Japanese



French



INTERESTS



Art & Illustration



Travel



Teaching & Mentorship



Diversity, Equity, & Inclusion