

# Gareth Yuen

English | Cantonese | Mandarin | Japanese



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## Summary

Hello! My name is Gareth, and I moved to Canada from Hong Kong almost four years ago with my family. After two years at Capilano University, I transferred to UBC to pursue my English degree, majoring in English, emphasizing Literature, and minoring in philosophy out of interest.

I am friendly, enthusiastic, energetic, a fast learner, and a team player. In addition, I have accumulated experience being a peer mentor at Capilano University, and I am confident in my capabilities in tutoring children as well because I grew up being a responsible big brother, and I am familiar with children's behaviors, including how to motivate and encourage learning through games and treats.

## Education

2021 - Present

### BACHELOR OF ARTS - BA

University of British Columbia  
Vancouver

2019 - 2021

### ASSOCIATE'S DEGREE, ENGLISH LITERATURE

Capilano University  
Vancouver

## Expertise

- Student Event Planning
- Student Peer Mentoring
- Customer Service and Support
- Sales and Retail
- Blogs and Editing
- Warehouse Operations
- Communication
- App Operations

## Experience

### PEER ENGLISH MENTOR

Sep 2020 - June 2021

English Chat Cafe | Capilano University

- Guiding conversations with International students who are unfamiliar with the English language
- Creating and hosting interesting events for participants to practice English
- Collaborating with CapU Life Hub to promote and host events for CapU students

### JAPANESE 100/101 STUDY GROUP MENTOR

Sep 2020 - June 2021

Japanese 100&101 Class | Capilano University

- Preview and review class materials
- Encourage and maintain Japanese language conversational exchanges
- Coordinate rooms for group discussions

### JAPANESE EXCHANGE STUDENT MENTOR

Mar 2021 - APR 2021

Languages & Linguistics Department | Capilano University

- Maintain a steady stream of conversation exchanges
- Encourage the usage of English
- Accompany and monitor groups during cultural outings

### CHIEF OPERATING OFFICER

Jan 2018 - Aug 2018

t2 Toys | Toys Trading App | Hong Kong

- Managing and monitoring app operations and mechanism
- Review feedback and propose solutions for improvement
- Drafting proposals for investors

### FREELANCE EDITOR

Aug 2017 - Aug 2018

t2 Toys | Toys Trading App | Hong Kong

- Crafting toys reviews and blog posts
- Peer editing to ensure the quality of content published officially are adequate
- Crafting and monitoring platform posts and notices for security measures

### CUSTOMER SERVICE REPRESENTATIVE

Jan 2018 - Jun 2018

J.K. Army | Airsoft Company | Hong Kong

- Communicating and catering to international customers
- Assessing workload and priority before distributing assignments to warehouse clerks
- Online website monitoring and product management
- Warehouse department accounting to keep tabs on daily expenses
- Communicating and coordinating with the sales department to resolve stocking issues.

### RETAIL SALESPERSON

Jun 2016 - Jan 2018

J.K. Army | Airsoft Company | Hong Kong

- Design and management of product display and stockings
- Retail department accounting to ensure the daily log of income is correct
- Communicating and coordinating with the warehouse department for product and personnel transferal