

EMILY CHAN-SATO

West Vancouver, BC
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PROFESSIONAL SUMMARY

Motivated student with 1300+ hours of paid work experience, able to handle tasks with minimal oversight, a great multitasker and skilled in time management. Strong written and spoken communication skills and the ability to perform effectively in fast-paced environments.

SKILLS

- Able to type 80+ words per minute
- Completed all ten levels of Red Cross Swimming Certification
- Able to use Microsoft Word, Excel, Powerpoint, Google Sheets, Google Slides, Google Docs, etc.
- Fluent in Japanese
- Certificate in First Aid Training
- Computer proficiency

WORK

- Hollyburn Country Club - Youth Leader (*February 2024 - Current*) West Vancouver, BC
- Ensure a safe, fun environment for children under 12 by monitoring and engaging with them
 - Communicated and interacted clearly with parents to inform, and provide great service
 - Managed responsibilities while maintaining safety, organization, and professionalism
- Ancora Ambleside - Dishwasher and Food Prep (*August 2022 - August 2023*) West Vancouver, BC
- Maintained high standards of cleanliness and organization in a fast-paced, restaurant environment
 - Supported kitchen operations through food prep, dishwashing, and timely restocking to ensure smooth service
 - Worked 8-hour shifts and up to 20 hours/week
- West Van Karate Academy - Volunteer Assistant Karate Instructor (*2019-2022*) West Vancouver, BC
- Assisted with classes, special events and programs

EDUCATION

Attending Sentinel Secondary School | Grade 11 | West Vancouver, BC

ACCOMPLISHMENTS

- School
- Honour Roll Student at Sentinel Secondary School (2022 - 2026)
- Karate
- Member of Canadian National Karate Team (2022 - 2026)
 - Three-Time National Champion, Canadian National Championships; 2022 (St. John's, NL), 2025 (Richmond, BC) and 2026 (Edmonton, Alberta)
 - Five-Time Medallist, Canadian National Championships (2026, 2025, 2024, 2023, 2022)
 - 5th Place, 2025 PKF Junior Pan American Championships (Asunción, Paraguay)
 - Bronze medalist, 2022 PKF Junior Pan American Championships (Mexico City)
 - Canada Open Champion: 2024, 2023, 2022, 2019, 2018 (Richmond, BC)
 - Provincial Champion, BC Provincial Championships: 2024, 2023, 2022, 2020 (Richmond, BC)
 - Double Gold Medallist for the 2023 BC Winter Games (Vernon, BC)
- Other
- Finalist at Prosper Vancouver (2026)
 - Recipient of \$2,500 JABC Oratory and Presentation Skills Award

INTERESTS

- Reading and Writing
- Learning Mandarin Chinese
- Soccer
- Skiing and Snowboarding
- Traveling
- Cooking and baking