

Sok Leng Chan (Sandra)

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Professional Summary:

AI builder and Cybersecurity Fellow at The Knowledge House with over six years of teaching experience and a multidisciplinary background in economics, data analysis. Passionate about making AI accessible by translating complex technical concepts into clear, practical learning experiences for diverse audiences. Experienced in designing and building Claude-based AI agents and workflows for job search automation, personalized learning, resume optimization, email prioritization, and daily news summarization through prompt engineering, API integration, and iterative development. I enjoy experimenting with emerging AI technologies, creating hands-on learning solutions, and helping others build the confidence to use AI effectively in real-world applications.

Skills:

Program&Instruction: Curriculum Design, Culturally Responsive Teaching, Student Engagement.

Professional Skills: Communication, Team Collaboration, Adaptability, Analytical Problem-Solving.

Operating Systems & AI : Linux(Ubuntu), Windows, VirtualBox, Claude, Google gemini, ChatGPT

Networking & Cyber: Networking fundamentals(TCP/IP, OSI), CIA triad, vulnerability, incident response

Scripting & Programming: Python, Bash, SQL, HTML/CSS, Docker, Git/GitHub, VS code

Technical Projects:

❖ AI Job Search & Resume Assistant (Claude-based AI Agent)

- Engineered a multi-agent AI system using Claude to automate the end-to-end job application workflow.
- Developed specialized agents for job matching, resume tailoring, ATS scoring, and recruiter review.
- Integrated public ATS scoring APIs and iterative AI feedback loops to optimize resume quality
- Automated production of application-ready documents in PDF and DOCX formats.

❖ Cyberlab Portfolio

- Developed the foundational cybersecurity knowledge including OSI layer, Brute Force detector , exploitation frameworks, web application security, digital forensics.

❖ E-Commerce Web App – HTML, CSS, React, JavaScript, React, API Integration:

- Developed a responsive e-commerce site with dynamic search, cart, and checkout features.
- Collaborated in an Agile workflow to plan, debug, and deploy updates efficiently.
- GitHub: https://github.com/slcha25/E-Commerce_CapstoneProject/tree/main

Professional Experience:

❖ Extern | E-Commerce Data Analysis & Strategy Externship (Extern × Breaking Games) Mar 2026 – Jun 2026

- Analyzed key performance metrics across multiple platforms: Google Analytics, Meta Ads Manager, and Shopify to evaluate campaign effectiveness and identify growth opportunities
- Assessed landing page performance and traffic patterns to determine what drove visitor engagement
- Evaluated marketing strategies to understand how different approaches impact customer conversion
- Collaborated with program managers to discuss business strategy and contribute to budget planning

❖ Hills Learning - Remote | Cantonese Instructor

Feb 2023 – Present

- Designed structured lessons that built foundational skills through clear routines to check understanding.
- Used interactive activities, question strategies, and cultural storytelling to sustain student engagement
- Build positive relationships with students to support consistent attendance and learning outcomes.

❖ East West Bank | Cathay Bank – Brooklyn, NY | Relationship Banker

Apr 2022 – Oct 2023

- Used customer data insights to identify financial trends, improving on-boarding efficiency by 20%.
- Improved client experience by translating complex data into actionable insights during consultations.
- Ensured data integrity in transaction monitoring, achieving 100% compliance in internal reviews.

Education & degree & certificate:

❖ The Knowledge House – Innovation fellowship: Cybersecurity track (Jan 2026 - present):

Completed 9 months hand-on training in security with monitor and protect network,investigate and detect attacks, set up automate tasks to audit the system and network.

❖ UDACITY – AWS AI Practitioner Challenge Certificate (June 2026)

❖ NPower – Application Development Program (Sept 2025):

Completed 16-week full-stack Developer training in HTML, CSS, JavaScript, Python, React, and back-end.

❖ Syracuse University – Certificate of Advanced Study in Data Science (Spring 2024):

Coursework: Python for Data Analysis, Database Management, Business Analytic, Information Security.

❖ Hunter College (CUNY) – Bachelor degree in Economics, Minor in Mathematics (2013):

Coursework: Statistics, Probability, Microeconomics, Matrix Algebra