

Luke Magee

Undergraduate, Computer Science

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September 10th, 2022

To the UPEI Co-Op Department:

I am writing this letter to express my strong interest in a summer-time placement with the UPEI Co-Op Program. I am currently an undergraduate student at UPEI in excellent academic standing.

My goal with a co-op placement is to develop professional & technical skills to assist me in my future at UPEI and beyond, and to form a professional network which will be invaluable to me in the years after I graduate from UPEI.

As a hard worker with a passion for teamwork and meaningful occupation, I will bring enthusiasm and professional integrity to any team which I am a part of. I see UPEI as a vital institution in this province, and eagerly anticipate representing the university to all those who I interact with.

In my previous experience working for GardaWorld, an important aspect of my duties included the careful execution of detail-oriented tasks & deliveries, as well as working closely in tandem with members of my team to maintain an efficient work-flow. These are skills and traits which I proudly maintain in every aspect of my life.

Thank you for your time and consideration, and for all of the assistance you gave me in becoming a part of this program. I look forward to hearing back from you at your earliest convenience.

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EDUCATION

UPEI, Charlottetown — BSc, Computer Science

September 2021 - Present

- Enrolled in several CS-focused courses, as well as calculus and social science electives.
- Familiar with OOP and ADT architecture.
- Collaborated with peers to write programs and build an understanding of course material.
- Active member of UPEI School of Mathematics and Computational Sciences' Competitive Coding Club. Attendee of Science Atlantic '22.

Sackville High School, Halifax — Diploma w/ Honours

2013 - 2016

- Participated in multiple extracurricular groups & activities, including Reach for the Top, Student Council (A/V Tech Rep), and track & field.

EXPERIENCE

GardaWorld, Halifax — Armed Guard + Coin Processor

December 2019 - August 2021

- Underwent extensive training, including self-defense and tactical communication.
- Received & delivered cash parcels for a wide range of customers throughout the province of Nova Scotia.
- Trained in the identification of irregularities, from spotting incorrect information to identifying potentially dangerous circumstances in the active transit of high-value negotiables.
- Responsible for inputting data to banking networks i.e. currency dispensed & deposited, upcoming deliveries, and service calls.
- Troubleshooting ATM machines throughout Nova Scotia & overseeing terminal updates.
- Processed deposits & prepared cash + coin deliveries for a variety of customers.

GENERAL SKILLS:

- Valid class 5 drivers license.
- Comfortable with extended physical labor in adverse conditions.
- Strong logical & spatial reasoning skills.
- Well-developed mental math skills.
- Detail-oriented and organized.
- Personable and upbeat demeanor.
- Skilled in the use of handheld devices & tools.
- Highly proficient in English writing, spelling, and general language skills.

TECHNICAL SKILLS:

- Closely familiar with Python and JavaScript.
- Front-end & back-end web development knowledge.
- Experienced with PHP, HTML, CSS, and XML
- Knowledgeable in computer hardware aspects.
- Can work in Windows, MacOS, and UNIX/Linux environments.

Coast Tire, Dartmouth — Warehouse Assistant

October 2019 - December 2019

- Tracked & processed orders between branches to minimize overtures and provide customer satisfaction.
- Used problem-solving and decisiveness to preserve product integrity.
- Entrusted with use of company property (inc. vehicles, heavy machinery, inventory manifests) to complete duties to company standards.

Lealin Ltd., Halifax — Crew Member

June 2016 - September 2019

- Assembled orders for customers with flexibility for specific requests in multiple areas from the breakfast menu to the afternoon menu.
- Managed customer experiences and payment, both in the front of the store and in the drive-thru lanes.
- Worked closely with teammates to process & dispense orders in the most efficient manner achievable, always well within expected service times.
- Maintained hygienic standards for the restaurant on the night shift, including the cleaning of equipment + facilities, and prepared the kitchens for smooth operation on the arrival of the day crew.

REFERENCES

James Coleman, Former Manager at GardaWorld:

(902)225-4890

Neil Arden, Former Manager at Coast Tire:

(902)717-7760