Jane Doe

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SKILLS

- **Languages:** Python, C, C++, HTML/CSS, Javascript
- **Frameworks/Tools:** React.js, Node.js, Pandas, NumPy, MySQL, MongoDB, Linode
- **Other:** Git, Github, Visual Studio Code, Figma

PERSONAL PROJECTS

Forex Data Analysis   **Nov 2023-Feb 2024**
- Utilized Oanda API for market data access, developed live trading bots, and conducted statistical analysis on Forex pairs.
- Covered strategy development, backtesting, candle pattern detection, indicator calculation, and web scraping for data collection.
- Deployed trading bots on cloud platforms for continuous 24/7 trading in Python, implemented real-time web scraping for market sentiment, headlines, and economic data, and created an interactive web application displaying various market parameters and bot status.

Company Website for Final Touch Finishing   **April 2024-May 2024**
- Volunteered to develop a professional website for Final Touch Finishing a local business, pro bono.
- Designed and implemented responsive web pages using HTML, CSS, and JavaScript, ensuring compatibility across various devices.

WORK EXPERIENCE

Canada Revenue Agency   **Remote**
Non-Resident Dispositions Officer   *May 2021-Aug 2022*
- Analysed and reviewed tax documents of Non-Resident Dispositions to ensure tax calculations reported were accurate and in accordance with the Income Tax Act.
- Managed a high inventory of applications and frequently communicated with clients by using meticulous organizational and time management skills leading to high production volumes.

Kumon Learning Centre   **Surrey, BC**
Administrative Assistant/Early Learner Instructor   *September 2018 – April 2021*
- Completing administrative duties efficiently and accurately such as data entry by demonstrating an attention to detail while under time constraints.
- Maintaining a steady flow throughout the learning centre during peak periods while completing various other duties through exceptional communication and multitasking skills.

EXTRA CURRICULARS

Student Energy at SFU   **Burnaby, BC**
Director of Finance   *March 2021-June 2023*
- Collaborated with other executive members to find external funding opportunities. Handled operational financial duties such as reimbursements, grant applications, and creating semesterly budget and variance reports.

SFU Student Marketing Association   **Remote**
Business Development Coordinator   *July 2020- April 2021*
- Worked with Vice Presidents to help with planning, organizing, and creating content for workshops. Alongside, researching and contacting potential business partners and industry speakers to come in for workshop programs.

EDUCATION

Simon Fraser University   **Burnaby, BC**
Bachelor of Science, Computing Science and Information Systems Joint Major   *Expected Completion: Summer 2025*
- Ken Caple College Transfer Entrance Scholarship