

# Gillian Tsoi

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## Skills

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- **Project Management:** BPMN, Kanban, Technical Writing, Presentations, Scheduling, Burndown charts
- **UX:** wireframing, prototyping, HCI, CX
- **Languages and Software:** Java, HTML, CSS, R, VBA, C#, SQL, Git, Ruby, Python
- **Software Development:** Agile Scrum Approach, Spiral Development Process, DevOps, SDLC, Unit Testing, UML Diagrams, Machine Learning, User Stories
- **Applications:** Microsoft Office and Power Platform, Google Suite, Eclipse, Photoshop, Premiere Pro, DaVinci Resolve, Visual Studio, Jupyter Notebook, Miro, Figma

## Certifications

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**Certified Associate in Project Management (CAPM) - In progress**

**Expected: June 2024**

*Project Management Institute*

## Work Experience

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**Technology Consultant**

**January - April 2023 / September - December 2023**

*Creospark Consulting Services Inc - Remote*

- Designed and developed software for clients using Microsoft Power Apps, Dataverse and SharePoint
- Conducted the transition of the company's acquisition through data migrations and documentation
- Documented the EPMO team's processes to standardize methods

**Project Coordinator**

**May - August 2022**

*Northbridge Financial Corporation - Toronto, ON*

- Redesigned Excel project dashboard and compiled data for 15+ projects to reveal company insights
- Managed invoice processing and maintained an organized record to ensure projects were within budget and vendors received timely payments

**Teaching Assistant**

**September - December 2021**

*University of Waterloo - Waterloo, ON*

- Delivered Excel lectures to 100 students and mentored one-on-one through communication and analytical problem-solving skills
- Developed several Excel applications to create an engaging learning experience

**Software Developer**

**January - April 2021**

*JaggedXY Inc. - Remote*

- Created front-end controls, and logging and data reporting features for deployments to tier 1 and tier 2 telecom providers in the US and Canada through C# and PostgreSQL

**Project Coordinator**

**June - August 2020**

*University of Waterloo - Remote*

- Moderated and presented in 3 online webinars with over 50 first-year students to assist in student transition from high school to university
- Developed 2 games that teach production efficiency using Microsoft MakeCode Arcade

## Education

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**Honours Management Engineering (BASc) with Computing Option**

**September 2019 - April 2024**

*University of Waterloo*