

Skills

- **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

Work Experience

Technology Consulting Intern

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

Software 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

Royalties Administrator

March 2017 - July 2019

Directors Guild of Canada - Toronto, ON

- Identified over 1000 film and television directors by using Excel and research skills
- Slashed expected working time by 50% through efficient organizational methods

Education

Honours Management Engineering (BASc)

June 2024

University of Waterloo