

GILLIAN TSOI

Honours Management Engineering, University of Waterloo
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Skills

- **Software:** Microsoft Office Suite (Word, Excel – pivot tables, VLOOKUP, Powerpoint, Outlook), Adobe Suite (Photoshop, Premiere Pro), Google Suite (Drive, Docs, Sheets, Slides, Forms, Gmail)
- **Programming Languages:** Java (Swing Graphical User Interface), VBA, HTML, CSS
- **Languages:** English, Chinese (Cantonese), French

Projects

Peer Tutoring Program

Java (OOP and Swing GUI) and SDLC

- Developed a computer application to collect and organize student application forms and data in order to replace the huge amounts of paperwork and to improve the coordinators' responsibilities
- Used the software development life cycle and wrote technical reports to plan and design the program

Decision Support Tool

Excel VBA and Technical Writing

- Designed a tool that aids students in the management of term projects by providing a function that schedules the ideal meeting times according to availability, and a function to delegate tasks based on skills
- Pitched the final product to my professor, teaching assistants and the students within my program using excellent communication and presentation skills

Analysis of ION Light Rail Passenger Statistics

Excel VBA, pivot tables, and conditional formatting

- Observed and analyzed LRT rider trends for two observation periods in consultation with Bombardier Inc.
- Performed as a course assignment which improved data analysis and Excel VBA abilities

Extracurricular Experience

Robotics Team Media Leader

Victoria Park Collegiate Institute | September 2016 – May 2019

- Updated and maintained the team's website using **HTML and CSS**
- Directed the media team of 8 members and their documentation of the team's progress for **3 years**
- Created YouTube videos using **Premiere Pro** and **Photoshop** for each competition

Astronomy Club Co-Founder

Victoria Park Collegiate Institute | January 2018 – May 2019

- Launched the club to introduce and teach students about astronomy
- Directly contributed to many physics students' academic success through technical presentations

Peer Tutoring Coordinator

Victoria Park Collegiate Institute | June 2018 – April 2019

- Formed student-tutor pairings and oversaw the program which improved the tutees understanding of academic concepts and expanded **organization** and **management** abilities
- Developed **oral communication** and **problem-solving** skills through interactions with the supervisor and the students

Chief Sales Operations Coordinator

Generation6ix | November 2018 – April 2019

- Designed a magazine company to promote youth and their art
- Acquired sponsors and creative youth to be a part of the magazine through email and in-person engagements
- Increased sales using communication and advertising

Work Experience

Directors Rights Collective of Canada Administer

Directors Guild of Canada | March 2017 – July 2019

- Researched and identified film and television directors
- Used **Excel** to organize and properly distribute royalties derived from foreign broadcasts
- Used time management to perform various different clerical tasks, including filing and scanning guild members' records, and preparing mail packages