

GILLIAN TSOI

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Skills

Software: Microsoft Office (Word, Excel), Photoshop, Premiere Pro, Lightroom, Google Suite, Eclipse, DaVinci Resolve, Android Studio

Programming and Markup Languages: Java (Swing Graphical User Interface), HTML, CSS, R, VBA, JavaScript, XML

Languages: English, French, Chinese (Cantonese)

Other: Software Development Life Cycle, Agile Scrum Approach, Spiral Development Process, DevOps, Unit testing

Projects

Peer Tutoring Management Software

Java (OOP and Swing GUI), SDLC

- Advanced and improved the efficiency and organization of the peer tutoring program by designing and developing software that replaces paperwork with automation

Analysis of ION Light Rail Passenger Statistics

Excel VBA, conditional formatting

- Analyzed LRT rider trends for two observation periods in consultation with Bombardier Inc. through advanced Excel tools in order to improve customer experience

Extracurricular Experience

Robotics Team Media Leader

September 2016 - May 2019

Victoria Park Collegiate Institute

- Directed a team of 8 members in documenting team progression and team promotion through the website, social media and YouTube videos by using **HTML** and **CSS**, **Premiere Pro**, and **Photoshop**

Peer Tutoring Coordinator

June 2018 - April 2019

Victoria Park Collegiate Institute

- Facilitated a program with over 50 students to deliver effective extra help and improve student performance through exceptional **oral communication** and **versatility**

Work Experience

Directors Rights Collective of Canada Administer

March 2017 - July 2019

Directors Guild of Canada

- Identified over 1000 film and television directors for the proper distribution of royalties by using **Excel** and **organization** skills
- Slashed expected working time by 50% through efficient organizational methods, the elimination of wasted time, and **active listening** and **quick learning** skills

Management Engineering: First-Year Projects & Mentorship

June 2020 - August 2020

University of Waterloo

- Moderated and presented in 3 online webinars with over 50 first-year students to answer questions through the use of **remote technologies** and **excellent communication**
- Developed 2 games concerning production efficiency to improve the first-year students' learning experiences by using online coding tools and collaborating with other coop students

Education

University of Waterloo

September 2019 - April 2024

Honours Management Engineering (Candidate for Bachelor of Applied Science)