Jonathan Roach

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Skills

Languages: HTML, CSS (SASS), Javascript, Java, Python, Racket, SQL

Tools: React, Tailwind, Bootstrap, Git, JQuery
- Adobe Creative Cloud (Photoshop, Acrobat, Express, etc.)
- Google Suite (Docs, Slides, Sheets, etc.)
- Microsoft Office 365 (Excel, Word, PowerPoint, etc.)

Education

University of Waterloo   Waterloo, Ontario

Honours Arts and Business (Co-op), Minor in Computing   *2022 - Present*

Work Experience

Office & Project Coordinator   January - May 2024

Filion Wakely Thorup Angeletti LLP, Toronto, ON
- Processed invoices, ensuring payments were accurate. Worked closely with the accounting department to maintain financial records.
- Provided research for the HR and IT departments, gathering relevant data on training, health and safety procedures, and software.
- Performed administrative tasks such as scheduling appointments and coordinating meetings.
- Oversaw the organization and maintenance of legal files, including opening and closing files as needed. Worked closely with knowledge management to keep the database organized.
- Managed the logistics of work events including retreats, conferences and social gatherings.
- Played a key role in organizing data to track financial performance and support decision-making processes.

Soccer Coach & Convenor   June - August 2023

Thornhill Soccer Club, Markham, ON
- Collaborated with other coaches to develop and coordinate training activities for youth players.
- Organized and maintained field equipment according to league regulations and safety guidelines.
- Taught fundamental skills and strategic gameplay.

Projects

Portfolio Website - Live Demo   **View Github Repo**

Tech Stack: React, Tailwind

Clubs & Certifications

Clubs & Activities: Data Science Club, Game Development Club, UW Finance Association, Intramural Volleyball

Certifications: Standard First Aid & CPR Certification (May 2018), Core Java Specialization (LearnQuest – Nov. 2023), Responsive Web Design (FreeCodeCamp - Feb 2024)