

Kelsey Phillips

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Software Developer and Data Analyst

Summary of Qualifications

- Over 4 years of software and data analysis experience with 1 year of experience in Business Intelligence and Programmer Analyst roles within the Government of Canada providing analysis and resolution of defects on software and database reports
- Broad technical expertise spanning software development and data analysis, with proficiency in Python, SQL, C++, along with tools like Git, Visual Studio, and IBM Cognos across Windows and Linux environments
- Demonstrated ability for automation; created Linux based scripts for ETL processes and a brand recognition AI prototype which received a third-place prize at Algonquin's RE/ACTION showcase
- Highly adaptive, able to pick up new skills quickly and develop dependable relationships with teams and individuals
- Strong written and verbal communication skills with a proven track record of writing technical documentation and detailed data analysis reports

Technical Skills

Operating Systems:	<i>Windows, Linux</i>
Applications & Tools:	<i>Microsoft Excel, Github, Visual Studio, VSCode, Eclipse, PostgreSQL, Aginity, VMWare, Microsoft Teams, Jupyter, IBM Cognos</i>
Tools:	<i>RDBMS, SQL, Git, .NET</i>
Project Management Fundamentals:	<i>Agile, Scrum, Trello</i>
Languages:	<i>C/C++, Python, Java, C#, SQL, JavaScript, R, HTML</i>

Education & Certifications

IBM Data Analyst Professional Certificate	Expected Aug 2025
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Microsoft Azure AI Fundamentals Professional Certificate	July 2025
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Junior Data Analyst Program NPower Canada Toronto	Jun 2025 – Aug 2025
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14-week intensive online training on the fundamentals of computer technology, and project management

- Utilize Excel spreadsheets to perform data wrangling and data mining
- Develop working knowledge of Python language for data analysis using Pandas and Numpy
- Effectively complete a capstone project by collecting data from multiple sources, performing exploratory data analysis, data wrangling, statistical analysis and mining of the data using Python libraries
- Work extensively on creating charts and plots to visualize data, and building an interactive dashboard using IBMs Cognos Analytics and various Excel charts/graphs
- Visualize data using Python libraries including Matplotlib, Seaborn, Plotly and Dash
- Compose queries to access data in cloud databases using SQL and Python from Jupyter notebooks
- Explain cloud concepts, benefits of cloud computing and core Azure architecture components
- Use core Azure services and choose the Azure AI services that best address a company's challenges
- Control Azure spending and managing bills by applying recommended practices to minimize cost
- Demonstrated a high level of understanding of Agile Project Management Lifecycle and key techniques and successfully complete Agile projects using tools such as Scrum, Kanban

Computer Engineering Technology Algonquin College Ottawa ON	Jan 2020 – Aug 2023
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Biochemistry B.Sc. Honours Carleton University Ottawa ON	Apr 2013 – Feb 2018
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Work Experience

Business Intelligence Developer (Co-op)

May 2022 – Dec 2022

Canada Revenue Agency | Ottawa ON

- Received and reviewed Program Support Logs (PSL) from management to identify database updates required to meet client specifications
- Applied changes and performed testing using SQL queries in Aginity Workbench to ensure data integrity and system accuracy
- Generated and delivered user reports in IBM Cognos Analytics to track and document deployment progress for stakeholders
- Developed Linux based scripts for use in automation for deletion of hash files to prevent ETL crashes, as well as running DataStage jobs consecutively for regression testing of source data
- Documented development in walkthrough for peer review, before moving changes from User Testing (UT) environment to User Acceptance (UA) testing for client

Programmer Analyst (Co-op)

May 2021 – Aug 2021

Court Administration Services | Ottawa ON

- Leveraged Microsoft Team Foundation Server (TFS) as a bug tracking tool for identification, analysis, and resolution of IM/IT system issues
- Tasked with the Electoral Judicial Calendar (EJC) project, analyzing and resolving 60+ client-reported defects
- Collaborated within an Agile Scrum team where technical bugs were chosen each week to work on and progress was reported on at weekly meetings

Research Assistant

May 2017 - Dec 2017

CFIA Carling | Ottawa ON

- Extracted and analyzed microbiological from food samples to validate food safety measures within domestic markets to prevent spread and contamination of products
- Developed phylogeny trees using Linux based programs such as MEGA and Figtree to allow straightforward visualization of shiga toxin genes expressed within hospital patients to assist in the analysis of mutations expressed in said genes

Volunteer Experience

Pinhey Sand Dunes Volunteer

Apr 2025 – Ongoing

Friends of Pinhey Sand Dunes | Ottawa, ON

- Engaged in weekly restoration effort of the Pinhey Sand Dunes off Slack Rd, a unique ecological feature for plants and insects that cannot thrive anywhere else
- Directed new volunteers on proper techniques for planting, raking, shoveling and watering to assist in the restoration of the sand dunes

Accessibility Services and Crowd Control

Apr 2025

Anime Ottawa, E.Y. Center | Ottawa, ON

- Helped to ensure the smooth flow of 10,000 attendees over a three-day weekend by providing wristband identifiers to prevent lost children incidents to great success
- Monitored lines for celebrity guest autographs by verifying attendees had everything they needed and enforced no photograph and spacing rules

Research Assistant

Apr 2015 - Apr 2017

Carleton University, Maria DeRosa Lab | Ottawa ON

- Volunteered at University laboratory, studying the environmental impacts of titanium oxide and zinc oxide nanoparticles using physical and chemical weathering techniques such as UV radiation and waste water treatment to analysis transformation on generally understood to be safe nanoparticles
- Awarded incentive through paid student program for continued work with the DeRosa lab
- Presented Honours project to peers and professors on the observed transformation nanoparticles underwent through various transformative physical and chemical weathering effects

Special Project

AI Branding Machine Learning Project

Jan 2023 – Aug 2023

Algonquin College | Ottawa, ON

- Lead a team of computer engineering students in the creation of a brand recognition machine learning project, and placed 3rd at Algonquin College's RE/ACTION Showcase
- Trained and integrated image classification models using TensorFlow in Python to generate a score based on the image's correlation to the Algonquin College brand guidelines
- Developed ai-component in Python for integration with the backend, which took an image, transformed it to be fed into the model, and returned a model score to determine if the image was on brand