

# Kyra McEllistrum

---

6750 Beatty Line N, Fergus, ON N1M 2W3 | 519-835-9370 | [kamcelli@uwaterloo.ca](mailto:kamcelli@uwaterloo.ca)

## Pertinent Skills

- Fast learner with a passion for gaining new skills
  - Assimilates information quickly
  - Works effectively independently or as part of a team
  - Ability to research solutions with little guidance
  - Accountable for getting results and completing projects on a timely basis ·
- Excellent analytical and problem-solving skills

## Education

### CANDIDATE FOR BACHELOR OF MATHEMATICS | UNIVERSITY OF WATERLOO

- 4A Mathematical Studies, Co-operative Program, September 2014 - present
- Computer Science minor
- Related courses: Designing Functional Programs, Elementary Algorithm Design and Data Abstraction, Logic and Computation, Object-Oriented Software Development, Data Types and Structures, Algorithmic Problem Solving

### ONTARIO HIGH SCHOOL DIPLOMA | JUNE 2014 | CENTRE WELLINGTON DHS

- Ontario Scholar, Certificate of core French studies, graduated with 93% average
- Awarded Ballard Scholarship for high academic achievement and Mathematics Merit Award for keen interest and thoughtful scholarship in mathematics

## Experience

### DATABASE REPORTING ANALYST | RLB LLP | MAY 2015 - DECEMBER 2018, JANUARY 2021 - PRESENT

- Achieved 'Outstanding' evaluation for co-op work terms, Spring 2015 & Winter 2021
- Designed a wide variety of custom reports in Excel and SQL Server, and implemented mass updates to the company database
- Implemented a company dashboard pulling information from a variety of data sources using Microsoft Power BI.
- Quickly learned new technologies and systems as needed, as well as the new database structure after the company transitioned databases

### WEB-APPLICATION DEVELOPER | UNIVERSITY OF WATERLOO | WINTER 2020

- Worked to improve a variety of web-based applications used by the School of Computer Science
- Independently implemented new features using PHP and HTML

### SOFTWARE DEVELOPER | MAGNA INTERNATIONAL - POLYCON INDUSTRIES | WINTER 2019

- Developed a variety of android applications for use with an RFID scanner
- Independently learned a variety of new technologies including Java and VB6
- Responsible for testing and fixing large VB6 programs and refactoring the code to work more efficiently, as well as improving the SQL stored procedures used by the program

## **JUNIOR EQUIPMENT & EVENTS OPERATOR | UNIVERSITY OF WATERLOO | FALL 2017**

- Assisted in developing a new web-based system for checking out equipment and booking events
- Rapidly learned and programmed in JavaScript, jQuery, JSON, PHP, HTML, & CSS
- Set up technology including speakers, projectors, mixers, and microphones for a variety of events on campus

## **CASHIER/SANDWICH MAKER | VILLAGE MARKET & SUB SHOPPE | SUMMER 2014**

- Responsible for learning cash register & lottery systems, preparing ingredients, and fulfilling customers' orders efficiently and politely

## **Technical Skills**

### **COMPUTERS**

- Experience programming in C, C++, C#, Java, Racket, JavaScript, jQuery, PHP, Python, HTML, CSS, VBA, and VB6
- Proficient in writing complex SQL queries
- Experience with Linux, Git, Bit Bucket, Jira, Confluence, Visual Studio, Android Studio, MySQL · Microsoft: Excel, Word, Power BI, Report Builder, SQL Server

### **LANGUAGES**

- Sufficient knowledge of French and American Sign Language. Currently learning Spanish.

## **Activities & Interests**

### **BALLROOM DANCE**

- Fall 2009 - present. Received bronze medal with a grade of highly commended (85%+). Currently dancing & competing at gold level in international standard and latin.
- Current co-president/treasurer & instructor for University of Waterloo Ballroom Dance Club. Responsibilities include creating term budgets and end of term financial statements, coordinating other executives, communicating with the university athletics department, planning and supervising practice time, and teaching and assisting members.

### **MUSIC**

- Member of concert band, pit band, and show choir band (playing 1<sup>st</sup> Bb clarinet), Centre Wellington DHS, 2010-2014
- Member of University of Waterloo Concert Band Club (playing Bb clarinet), 2014-present

