

Matthew Juhasz

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EDUCATION

University of Toronto St. George

Sept. 2019 – June 2023

Honours Bachelor of Science in Human Biology – *With High Distinction*

- Major in Human Biology – Neuroscience, with Minor's in Physiology & Psychology
- Victoria College Regents In-Course Scholarship
- Dean's List Scholar for Summer of 2020, Summer of 2021, Winter of 2023
- The Rakoczi Prize in Hungarian Studies 2021-2022

SKILLS

Soft Skills | *Developed through Royal Canadian Army Cadets and Research Experience*

- Effective communication and presentation skills, proficient in conveying complex ideas with clarity and precision.
- Highly organized and competent at various forms of data, file, and information management.
- Excellent critical thinking and decision-making skills, even under high-stress conditions.
- Exemplary work ethic and punctuality, consistently delivering high-quality results with timeliness.
- Excellent work ethic, punctuality, and leadership skills developed through discipline and participation in the Royal Canadian Army Cadets

Hard Skills | *Developed through Projects and work-place training*

- Software: Microsoft Office & Google Suite, QuickBooks, Shopify, Soarian, BioPac, BrainStorm, BioRender.
- Programming Languages: Back-end Python, Git and GitHub, LaTeX.
- 3 Years of Laboratory Experience: Exemplifying lab technique precision, organization, and attention to detail.

EXPERIENCE

Operations and Ambassador Program Manager

Oct 2023 – Current

Retaliation Project

Remote – Toronto ON

- Successfully oversee the Retaliation Project Ambassador Program, ensuring the fulfillment of deliverable quotas through weekly interactions with 75+ Ambassadors. Optimize performance and enhance efficiency by refining program maintenance processes.
- Proficiently manage inventory, website maintenance, and ensure seamless end-to-end order processing on the Back-end Shopify platform.
- Playing a pivotal role in enhancing overall operational efficiency, showcasing adaptability and resourcefulness in a dynamic 1st year-startup environment, with responsibilities not limited to the aforementioned.

Volunteer Research Assistant

June 2022 – Current

St. Michael's Hospital and Keenan Research Centre for Biomedical Science

36 Queen St E. Toronto, ON

- Integral involvement in the scientific writing process, contributing significantly to the formulation and editing of a manuscript titled "Inner Dialogue Dysfunction and the Abusive Comments of the Dominant Hemisphere" for the esteemed peer-reviewed scientific journal, Neurocase.
- Diligently accessed and maintaining confidential Personal Health Information via Unity Health's Sorian Database and the SMH Memory Clinic Excel Database.
- Summarized and presented patient information and trends within the SMH Memory Clinic.
- Collaborated with research team to identify data of interest and irrelevant or redundant data, followed by the amendment of intake questionnaires and consent forms.
- Implementing database alterations to extract, interpret, and visually represent data tailored to the specific needs of ongoing research projects.

Administrative Assistant

March 2018 – August 2022

Pilowsky Professional Psychology Corporation

4 Beamish Dr. Etobicoke, ON

- General clerical duties, including file creation and management on the File Management System software.
- Assisted in bookkeeping records and managed bills payable, meticulously tallying incoming payments while crosschecking QuickBooks. Handled bank deposits during the bookkeeper's absence.
- Engaged directly with patients with intake screenings and phone call appointment reminders.

Assistant Line Cook

January 2018 – June 2018

The North Restaurant

49 Mary St. Barrie, ON

- Assistance with elaborate dishes, focusing specifically on detail and quality.
- Maintain a clean, organized workspace maximizing efficiency during dinner rush.