

Philos Himm

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EDUCATION

Bachelor of Commerce, Business Technology Management CO-OP

Sept 2022 - Expected Apr 2027

- Toronto Metropolitan University (Formerly Ryerson)
- Courses: Web design (UI/UX), Fundamentals of Programming, Systems Analysis & Design, User Experience Design

TECHNICAL SKILLS

- **Data & Tools:** Excel (advanced), Power BI, SQL, Python, Notion (AI), Supabase
- **No-Code & AI Prototyping:** GitHub Copilot, Lovable, v0, Bolt.new, Easel, Base 44, Firebase Studio
- **Business Analysis:** Process modeling, workflow diagrams, requirements gathering, Agile & SDLC methods
- **Other Tools:** SharePoint, Jira, Confluence, Power Automate, Figma, React/Next.js (basic), ChatGPT

WORK EXPERIENCE

Experience Designer Co-op | Ontario Public Service - Digital Enterprise Engagement Practice Sept 2025 - Present

- Reorganize SharePoint site architecture to streamline workflows and improve access for 50+ team members
- Support executive leadership with correspondence, meeting logistics, and research for digital initiatives
- Coordinate stakeholder communication, documentation, and process improvements in a government environment

Administrative Assistant, Procurement | *The Salvation Army Canada*

Jul 2025 - August 2025

- Produced **clear written communications** and SharePoint pages to publish process updates; improved visibility of resources for ministries across Canada
- Produced visualizations on procurement and utility spend trends, enabling leadership to spot cost drivers and potential savings opportunities
- Supported RFPs by researching vendors, preparing pricing comparison sheets, and maintaining documentation for sourcing decisions

PROJECTS

StudySpotsTO - Mobile App UX Case Study (CFPN535)

- Built a mobile-first, student-focused study-spot finder with list and map views, filters, spot details, and review submission as a hi-fi interactive prototype in Figma
- Prioritized features from a 27-student survey and task analysis, emphasizing outlet availability, proximity, seating comfort, noise level, and Wi-Fi to reduce time spent searching

Feed Escape Guide - Informational web app group project (CEID100)

- Built a React 18 + TypeScript educational web app packaging research-backed modules on Algorithms, Mental Health, Misinformation, Privacy, and Digital Balance to boost student digital-wellness literacy
- Drove engagement with interactive components: Digital Wellness Quiz, Tracking Simulator, Animated Feed Flowchart, and Tip Rating Checklist

LEADERSHIP & STUDENT ENGAGEMENT

Corporate Relations Director | *Google Developers Group on Campus: TMU (GDG)*

Sept 2024 - Jun 2025

- Developed and implemented an automated email outreach system integrated with an Excel database using Power Automate, resulting in a **150% increase** in sponsorship emails
- Consulted with cross-functional teams to prioritize incoming requests and manage **stakeholder communications**, reinforcing best practices for timely project management
- Spearheaded over **500+ outreach** initiatives through LinkedIn, email campaigns, networking and social media, cultivating partnerships with prospective sponsors by aligning their objectives with GDG's goals

Ted Rogers School of Management Extracurriculars

- Online Community Founder: Developed a **500+ member peer-support network** for undergraduates, fostering resource sharing, networking and general discussion on Discord
- Breakthrough Program Mentor: Guided first-year students through academic and professional workshops; honed **leadership and coaching abilities**