# Robert Royce Taylor

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## WORK EXPERIENCE

**SmartCentres | Analyst |** Vaughan, Ontario | April 2023 - Present

- Reduced cost by 60% by overhauling the company's expense forms using Microsoft user forms. This streamlined process enhanced administrator and associate operations through:
    - o Direct PDF receipt upload to the expense form.
    - o Auto-emailing the finalized expense form to the Accounting Department and the associate's expense form approver.
    - o Boosting productivity and reducing workload cost by compiling the Summary by General Ledger Codes.

- Reduced report generation running time by 66% by converting the General and Administrative Time billing per project capitalization reports from Visual Basics for Applications to Python. Utilized libraries like pywintypes and openpyxl for direct Excel access, maintaining accuracy.

- Improved operational efficiency by finding an impactful solution to reconcile the newly implemented Yardi 7S data with existing Yardi Voyager data. I used a hybrid approach that combined the Microsoft Excel compare files tool with a custom program, enabling users to select files and remove unnecessary formatting. This method streamlined the accurate comparison process within the company during the transition between systems.

**SmartCentres | Junior Accountant |** Vaughan, Ontario | November 2022 - April 2023

- Increased timesheet compliance by creating a program that automatically detects incomplete timesheets, generating and cross-referencing email reminders to Associates, dynamically adjusting based on the status of their timesheets.

- Cut Development Fees calculation time by over 50% by overhauling pre-existing code, improving various functions, and enhancing reporting accuracy, leading to consistent monthly performance target achievement.

- Enhanced the journal entry process by implementing patterns and templates and creating an automation tool, eliminating repetitive keying and improving overall workflow efficiency.

**Crawford Metal | Junior Buyer |** Toronto, Ontario | October 2019 - June 2020

- Maximized profits by sourcing 500+ SKUs and forecasting inventory to prevent overstock and understock.

- Streamlined custom order coordination by liaising with suppliers, consolidating quotes, and supporting the sales team.

- Enhanced order accuracy by auditing purchase confirmations and manifests, correcting errors, and verifying orders using original documents.

## PROJECTS

**SpotOn | Browser Game |** *HTML | CSS | JavaScript*

A browser application, built to help improve hand-eye coordination with a mouse or touch screen.

- Enhanced user engagement by implementing target randomization, calculating height and width, and utilizing DOM manipulation. This ensured that the clickable target dynamically moved within the play area, adding challenge and variety to the user experience.

- Optimized play area adaptability by using JavaScript to detect screen dimensions, dynamically scaling the area to fit various sizes, and incorporating a calculated buffer to prevent target-border collision, enhancing the user experience across different devices.

**Numbers Project | Web Application |** *HTML | CSS | JavaScript*

A browser application consisting of a clock, counter, stopwatch, timer, and metronome.

- Enhanced application stability and performance by incorporating interval methods to accurately track time, alleviating desynchronization during extended use, and utilizing the clearInterval() method to prevent memory leaks, ensuring consistent functionality.

- Crafted precise time calculations for various features to ensure app's versatility and improve user experience. These mathematical solutions included handling the conversion of 61 seconds into 1 minute and 1 second, and calculating beats per minute for the metronome.

**To-Do List | Command Line Application |** *C#*

An application written in C# that allows a user to add, delete, and mark off tasks on a list that will be saved for further use.

- Implemented safeguards within the application to prevent errors, including parsing user input, enabling easy mode-switching, saving files seamlessly, and disabling duplicate line items, enhancing the overall user experience and data integrity.

- Developed a user file-saving system by storing inputs within a List data structure, allowing for easy saving to and loading from a local text file. This approach ensures seamless user experience and data retention, enabling users to pick up where they left off when reopening the application.

## SKILLS

**Languages:** VBA | Python | HTML | CSS | JavaScript | C#
**Tools:** Visual Studio Code | Visual Studio | Microsoft Office | GitHub
**Frameworks:** jQuery | Bootstrap
**Backend Runtimes:** Node.js | Express

## EDUCATION

**Seneca College |** *Business Administration - Purchasing and Supply Chain Management (***Advanced Diploma) |** Toronto, Ontario | June 2019

- Graduated with Honours (3.6 GPA)