

Steve Do

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SKILLS SUMMARY

- Advanced proficiency in Microsoft Word, Excel, Access and PowerPoint
- Strong organizational, communication, interpersonal skills with the ability to work independently & collaboratively
- **Business Related Skills:** Power BI, Tableau, Trello, Jira, Confluence, MS SharePoint
- **Programming:** C#, JavaScript, ASP.NET, VBA, Python, Java, Spring Boot, WCF, REST, .NET Framework
- **Web Development:** Node.js, ReactJS
- **Database:** MongoDB, SQL Server, MySQL, Oracle SQL
- **Systems Analysis:** UML, Justinmind
- **Cybersecurity:** EnCase, AXIOM, FTK
- **Other:** GitHub, BitBucket, Swagger

PERSONAL PROJECTS

Pom-a-tea

January 2023 – April 2023

- Entrepreneurial group capstone project
- Full-stack e-commerce web application built using React.js, Firebase, Framer Motion, Tailwind CSS, Stripe

EDUCATION

**Ontario College Advanced Diploma –
Computer Programming & Analysis**
Conestoga College

Kitchener, ON
January 2020 – September 2023

**Bachelor of Business Administration (Honours) –
Accounting, Audit and Information Technology**
Conestoga College

Kitchener, ON
September 2014 – December 2018

PROFESSIONAL EXPERIENCE

Junior Cyber Forensic Analyst Co-op
BlackBerry

Waterloo, ON
May 2023 – August 2023

- Worked with the Cyber Forensic & eDiscovery team on investigating digital forensic requests from internal stakeholders
- Performed cyber forensic examinations across various digital devices and storage media utilizing software such as EnCase, FTK & AXIOM
- Supported evidence management & chain of custody (case management, acquisition/preservation, analysis & written/digital reporting) for litigation purposes

Automation Analyst Co-op
Royal Bank of Canada

Toronto, ON
January 2022 – July 2022

- Supported Technology & Operations Supplier Management Office by developing solutions to meet clients' growing needs for automation and enhancing process controls & governance
- Automated Tableau, SharePoint and Excel processes using VBA and Python
- Developed custom SharePoint sites for internal & external stakeholders using ASP.NET

Automation Developer Co-op
Royal Bank of Canada Investor & Treasury Services

Toronto, ON
September 2021 – December 2021

- Supported the Site Reliability Engineering & Automation team by developing solutions to meet internal clients' needs for DevOps automation
- Automated Tableau processes by creating a script using Python and PowerShell to retrieve data
- Created a Splunk dashboard for monitoring applications and ServiceNow tickets

Automation Analyst Co-op**Toronto, ON**

Royal Bank of Canada

May 2021 – August 2021

- Supported Technology & Operations Supplier Management Office by developing solutions to meet clients' growing needs for automation and enhancing process controls & governance
- Automated supplier risk reporting processes by using SharePoint, Tableau, and VBA
- Created a SharePoint site for Quarterly Third-Party Risk Performance Monitoring surveys that tracks data through a Tableau dashboard
- Refreshed data for dashboards on a weekly basis utilizing MS Excel, Tableau, RSA Archer and Ivalua

Junior Strategy Analyst Co-op**Toronto, ON**

Royal Bank of Canada

January 2018 – April 2018

- Produced financial metric reports, scorecards and graphs on a monthly, quarterly and ad-hoc basis for the Innovation & Technology Group
- Analyzed and interpreted trends and patterns in data sets to identify areas of improvement across the organization
- Provided an opportunity to present forecast analysis as a KPI for reporting purposes to senior management
- Analyzed business performance through data analytics by utilizing Tableau, MS Access & Excel
- Improved and enhanced the reporting process by streamlining and automating reports and templates

VOLUNTEER EXPERIENCE**Student Ambassador****Kitchener, ON**

Royal Bank of Canada

April 2018 – August 2018

- As the first student ambassador for Conestoga College, worked with the Early Talent Acquisition Team to promote RBC events and co-op, new graduate and internship opportunities on campus

ACCOMPLISHMENTS

Lean Six Sigma Yellow Belt Certification – Royal Bank of Canada

January 2018