

# Steve Do

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## SKILLS SUMMARY

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- 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
- **Other:** GitHub, BitBucket, Swagger

## PERSONAL PROJECTS

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### 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

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**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

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### 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

Royal Bank of Canada

**Toronto, ON**

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**

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**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**

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Lean Six Sigma Yellow Belt Certification – Royal Bank of Canada

January 2018