Alisa Guo

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SKILLS

Python, AI, SQL, Power Automate, Microsoft Office Tools, Project Management, Hackathon Experience

EDUCATION

Toronto Metropolitan University   **Sept 2020 - Current**
BS, Computer Engineering   *Mississauga, ON*

CO-OP EXPERIENCE

Planning Assistant   **Aug 2024 – August 2025**
Mubea Cyclone   *Mississauga, ON*
- Led a team of interns by providing job training, delegating responsibilities, and conducting individual check-ins.
- Automated a daily reporting workflow (Power Automate, Excel, AutoHotKey), reducing a 30-minute manual task into a 2-minute automated process for projecting Power BI charts across 3 manufacturing plants
- Accurately entered and verified data in Excel sheets, comparing values and ensuring precise transfer into company systems.
- Automated half of the printing process, so that work orders can be printed overnight

Data Analytics Intern   **Jun 2021 –Aug 2021**
Regressor Studio   *Mississauga, ON*
- Summarized data by creating pivot tables, dashboards, and data visualizations of data sets.
- Leveraged Excel VBA to assess and restructure 1M+ data items stored in CSV format.
- Automated the analysis of Play Store Reviews using AI and Python to identify current trends.
- Prepared PowerPoint of findings, and presented to key stakeholders.

Technical Project Assistant   **Jun 2022 – Aug 2022**
Convergint   *Mississauga, ON*
- Increased efficiency by 30% through introducing new technological shortcuts, minimizing time required for labor-intensive processes.
- Compiled data from different departments, then summarized everything into concise reports.
- Managed and organized project files in Google Drive, ensuring all documents were accurately sorted into intuitive folders for easy access by team members.

PROJECTS

Oracle Database System
- Designed an Entity-Relationship model to serve as the foundation of the project proposal.
- Wrote SQL queries to create tables according to Relational Database Design in the Oracle Database.
- Verified system functionality by populating the database with test data and executing queries for debugging.

Online Game Website
- Created an online gaming website using Java N-layered architecture, then deployed it to the internet using Dockerhub and Kubernetes.
- Conducted requirement analysis based on market and stakeholder needs.
- Assigned group members to various tasks on Jira, then coordinated weekly report updates.

CERTIFICATIONS

- ICTC Cybersecurity, ICTC Artificial intelligence