Taylor Dickson

SENIOR RESEARCH ANALYST · IT, DATA & SYSTEMS PROFESSIONAL

Toronto, Canada

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Summary

As a data engineering and project management professional with expertise in technical support and system administration, I am dedicated to delivering results and driving innovation. I am skilled in Python, Pandas, SQL, and Agile methodology, and have a passion for finding creative solutions to complex problems. Outside of work, you can find me biking through the city, experimenting in the kitchen with new baking recipes, or exploring the latest video games. I am excited to bring my skills and interests to a dynamic and innovative team.

Skills

DevOps	Docker, Docker-Compose, Shell Scripting, Mac and Linux Administration
Back-end	Go Lang, Express, Django, REST API
Front-end	Javascript, Vue, SASS, HTML, CSS
Programming	Python, Node.js
Soft	Communication, Team Management, Project Management, Software and Data Architecture, Writing

Experience

Ontario Public Service - Treasury Board Secretariat   *Toronto, Canada*

SENIOR RESEARCH ANALYST/TEAM LEAD   *2019 - Present*

- Leading the division's data overhaul project to modernize and enhance digital data infrastructure, including migration to Azure cloud using Python and Pandas for improved efficiency and AI readiness.
- Managed a team of 5, held regular team meetings, assigned tasks and duties, followed up with team members, and coordinated with senior management.
- Assisted with software procurement and guiding divisional roadmaps for future digital service expansion, resulting in significant cost savings of over $100k.
- Overseeing co-op student hiring, onboarding, and assigning projects and tasks relating to automation, AI research, and infrastructure upgrades, contributing to the team's growth and development.
- Coordinating project planning and scheduling; designing software architecture and collaborating with cross-functional teams to define technical requirements and specifications for software development.
- Conducting regular code reviews and providing guidance on software design principles and coding standards, promoting consistency and quality across the team's codebase.

Ontario Public Service - Ministry of Government & Consumer Services   *Toronto, Canada*

WORKFORCE ANALYST   *2017 - 2019*

- Leveraged expertise in data management, reporting, visualization, and process automation using tools such as SQL, MS Access, Excel, VBA, and Python to support business operations.
- Automated the generation and distribution of over 7000 customized documents, reducing manual labour by a month and enabling directors to quickly view their reporting staff information through customized summary documents.
- Developed new reports that compare content across multiple Word documents, optimizing reports to run more efficiently with less manual work and improving data accuracy.
- Maintained and improving data integrity across multiple systems, performing regular data quality checks and recommending improvements to data management processes.
- Collaborated with cross-functional teams to analyze workforce trends, identify areas of improvement, and develop an equitable job classification system.

Soho VFX   *Toronto, Canada*

JUNIOR SYSTEM ADMINISTRATOR   *2016 - 2017*

- Completed a render farm upgrade by setting up, installing, and configuring new servers, resulting in improved performance and reduced rendering times.
- Provided technical support to employees by automating repetitive tasks, upgrading software, and optimizing systems, resulting in an ongoing savings of one hour per week.
- Recognized for contributions as a Systems Administrator in Logan (2017).
- Conducted routine maintenance and troubleshooting of hardware and software, ensuring the smooth operation of systems and minimizing downtime.