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| Avery  Briggs | Moose Mountain, N.B. | https://github.com/abriggs914  (506) 323-8472 | abriggs914@gmail.com |
| Dear Medavie Recruitment Team,  I’m writing to express my interest in the Business Configuration Analyst position at Medavie. With nearly five years of experience developing internal business tools and supporting data-driven processes in a manufacturing environment, I bring a practical, adaptable, and client-focused approach to systems and configuration work.  In my current role, I design and maintain custom internal tools to support business operations, including reporting systems, scheduling applications, and IT support ticketing platforms. I’ve worked closely with non-technical stakeholders across departments to gather requirements, translate them into system designs, and independently deliver fully functional solutions using tools like MS SQL Server, Access, Python, and Streamlit.  While I have not yet worked directly with Power BI or claims-based systems, I have extensive experience working with large datasets, writing SQL queries, and building reporting tools to support internal decision-making. I’m a self-directed learner, and I’m confident in my ability to learn new systems quickly—especially tools like Power BI that align closely with my existing experience.  I’m particularly drawn to Medavie’s mission of improving the well-being of Canadians and your commitment to innovation and inclusivity. Your focus on meaningful work and collaborative teams resonates strongly with my own values. I would be proud to contribute to a purpose-driven organization where I can continue learning and growing while making a direct impact on internal processes and client experiences.  Thank you for your consideration. I would welcome the opportunity to further discuss how my technical background, collaborative mindset, and problem-solving skills can support Medavie’s goals in this role.  Sincerely, Avery Briggs | |
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| ExperiencePROCESS ANALYSTBWS Manufacturing Ltd. | Centreville, N.B.Jan 2021 – SEPT 2025 Acted as in-house systems developer and administrator for a small-midsized manufacturing plant. Offered some on-site IT support while liaising with external IT providers, managing firewalls, cloud backups, VPNs, and various network requirements. Primary responsibilities involved mainly systems improvements, from business logic creation to product design, delivery, and maintenance. Replaced legacy graphs and reports with modern and interactive dashboards integrating Streamlit and python environments alongside Syspro, SQL, and MS Access environments. Promoted system health and reliability by proactively refactoring inefficient queries, cleaning data pipelines, and optimizing frontends for usability. Supported end users and gathered business requirements directly from staff; translated ambiguous needs into deliverable systems.  Notable Projects:   * IT Request and Inventory ticketing systems. Built from scratch using SQL and Access. * Custom drag-n-drop production schedule. CustomTkinter application packaged into an executable file. * Streamlit dashboards for sales, inventory, BOM department core functions; including inputs and reporting. * PDF parsing of legacy reports. Performed using python and modules: pdfplumber, streamlit, and pytesseract. * Implementation of Access version control protocols to maintain program integrity. * Yellow Tag system to automatically flag, record, and report missed parts when picked for production. * Repaired a K40 laser engraver, replacing the CO2 tube and re-wiring. | |
| Basketball RefereeCBOC | Fredericton, N.B.OCT 2013 – MAR 2020 Officiated 500+ games across multiple competitive levels. Known for composure, fast decision-making, and impartial enforcement in dynamic environments. | Kitchen staffFMI Burger King Restaurants | Fredericton, N.B.MAY 2015 – sept 2017 Delivered consistent customer service in fast-paced team environments while managing academic responsibilities. |
| fARM HANDHunter Brother’s Farm Market | Florenceville-Bristol, N.B.jun 2011 – aug 2013 (Seasonal summer position)Demonstrated discipline and responsibility through early morning shifts and physically demanding labor in an agricultural setting. Responsible for grading and collection of produce sold both in-market and whole-sale. | Basketball minor officialVarious schools | N.B.NOV 2006 – MAR 2013 (seasonal winter postion)Became the resident clock-keeper for FMS and CNHS during my time there. Responsible for coordinating and training other officials for all games for nearly all school teams throughout the year. |
| EducationBachelor of Computer scienceUNB - Fredericton N.B.MAY 2020  * Began studies in the faculty of science with a specialization in chemistry. Finished my studies in the faculty of computer science with a specialization in software systems. * Recipient of Governor Thomas Carleton Entry Scholarship.  High School diplomaCarleton North High School – Florenceville-Bristol N.B.JUNE 2013  * Enrolled in the French immersion program. | |
| Skills | |
| |  |  | | --- | --- | | Technical   * Microsoft Office applications 2007 – 365. Affinity for Access and Excel. * Windows computer architecture. * Database work: Microsoft SQL Server 2008, MS Access. * Languages: SQL, Python, VBA, Java. * Exposure to Syspro ERP system coupled with custom VB script solutions. * Tools and libraries: streamlit, tkinter, pandas, pdfplumber experience. * Experience using coding agents to debug and build. | Other   * Exceptional communication and collaboration. * Strong work ethic and drive. * Quick study, and resourceful. * Responsible and dedicated. * Friendly and accountable. * Perceptive and cooperative. * Trustworthy and enthusiastic. | | |
| ACCOMPLISHMENTS, VOLUNTEERING & CERTIFICATIONS | |
| * Certified intermediate plus in the French oral proficiency exam (June 2013). * UNB dormitory orientation committee (September 2014). * UNB dormitory social representative (September 2014 – April 2015). * UNB Relay for Life steering committee logistics team (September 2013 – February 2014). * One of 12 finalists in the Kaspersky Academy Partner’s Summit (KAPS) competition hosted in Lisbon, Portugal (December 2019). | |
| HOBBIES  I am a big sports and athletics fan. I enjoy an active lifestyle, biking and kayaking in the summer, refereeing and weight training during the winter. I love to model and design for my 3D printer, creating both art and functional prints. I spend my spare time creating software. My focus is personal improvement through software exposure. I use custom software to track my finances, create predictions, and automate tasks; constantly applying myself and attempting to further my knowledge and productivity. | |
| REFERENCES | |
| Available upon request | |