

QUALIFICATIONS SUMMARY

- Experience identifying needs and initiating change as Director of an \$11M endowment fund
- Excellent project management developing an inventory management system
- Effective communications skills strengthened as an organizer of Waterloo Engineering's Orientation
- Broad leadership experience expanded through various on-campus positions
- Extensive conceptual understanding of mechanical systems from experience as mechanical designer
- Able to manage multiple tasks as a student leader, while maintaining high academic performance

RECENT EXPERIENCE

Director, Waterloo Engineering Endowment Foundation (WEEF)

Aug. 2011 - Dec. 2012

A student run endowment fund, focused on improving Waterloo undergraduate engineering

- Elected by the undergraduate engineering student body to administer the largest student-run endowment fund in the world (\$11 M)
- Completely redesigned the proposal submission process, using electronic document handling to greatly simplify the process while increasing funding transparency
- Liaise with the student body and faculty to gather funding proposals and oversee disbursements
- Coordinate with university student teams to adapt WEEF's funding policies to better suit their evolving needs while maintaining the integrity of the fund

Organizer, Waterloo Engineering Orientation

Oct. 2011 - Oct. 2012

Part of a group of 4 students selected by the University to run all aspects of Engineering Orientation

- Coordinated all aspects of the Waterloo Engineering Orientation Week 2012
- Consulted with new suppliers as procurement lead and ultimately saved over \$1000 on a single item (hard hats); developed a relationship which can be leveraged in future years
- Assembled a team of approximately 500 engineering leader volunteers to run the week, including hiring and assuring that all necessary training and payments were completed prior to the week

Lab Engineer, University of Waterloo

May - Aug. 2012

Department of Mechanical and Mechatronics Engineering

Waterloo, ON

- Designed and implemented an inventory system for reusing student project parts and equipment, resulting in significant savings for undergraduate students
- System effectively tracks equipment location and condition, allowing for greatly increased student access to expensive lab equipment
- Created all work procedures for system and associated system management software

Mechanical Designer, Department of National Defence

Jan. - May; Sept. - Dec. 2011

Branch of the Canadian government responsible for defending Canada and Canadian interests.

Ottawa, ON

- Designed and manufactured unique products which could not be outsourced to external companies as part of the "Special Products Development" group
- Gained hands-on experience implementing manufacturing processes and subsequently learned to design for cost-efficient manufacturing
- Acquired extensive experience working with and understanding (manual and CNC) mills, lathes and EDM machines; exposed to sheet metal, welding, plastics and CMM processes

EXTRA-CIRRICULAR EXPERIENCE

Jul. 2012 - present

Chair Nominating Committee, University of Waterloo

Member of a department committee charged with nominating the next Mechanical Department Chair

- Nominated by the Director of Mechatronics to represent all department undergraduate students during the process of selecting a new department Chair
- Conducted information sessions and online questionnaires for undergraduate students to gather feedback and criteria for selecting a new Chair

Sep. 2012 - present

Ambassador, Waterloo Engineering

Selected by the faculty to liaise with potential students and help them prepare for university life

- Developing a program to focus on extracurricular interests of incoming students and assure that new students have the opportunity to pursue their interests when they arrive on campus
- Liaise electronically and in person with potential students and introduce them to both University and campus life

Aug. 2009 - Feb. 2010

Junior Design Competition Director, Ontario Engineering Competition

Annual Provincial undergraduate engineering competition

- Organized aa competition attended by engineering students across Ontario who had won their University's qualifying event
- Supervised event and assured that all issues that arose were dealt with effectively
- Developed competition problem, rules and acquired all necessary resources while balancing academic and workplace commitments

EDUCATION

2008 - present

Bachelor of Applied Science (Candidate), University of Waterloo

Engineering program, focused on the design of computer-controlled electromechanical machines

Courses

- Organizational Design and Technology, Electromechanical Machine Design
- Microeconomics, Technical Entrepreneurship (Winter 2013)

Projects

- Work in a small team to automate an endoscopic suturing tool for use in automated surgery. The project will implement precision actuation techniques to produce a research ready tool for our commercial partner.
- Built a real-time operating system as part of a group of 4 students, which required significant collaboration to coordinate work and balance academic commitments

ACTIVITIES AND INTERESTS

- Wilderness tripping, with numerous canoe trips around Ontario and a month-long sea-kayaking trip on the Labrador coast.
- Solo white-water paddler, including annual trip to Smokey Mountains, TN
- Greatly enjoy travelling, including France, Hong Kong and 6 months living in Australia
- Recreational cycling and indoor bouldering