

# Amy Tai

Management Engineering 2022  
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(519) 702-6735

## SUMMARY OF QUALIFICATIONS

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- Extremely keen to learn new concepts, passionate, highly self-motivated, and possesses an incredible work ethic
- Strong problem-solving skills gained through software consulting with a Toronto healthcare organization to identify and address business process gaps
- Exceptional analytical skills strengthened in working as a Chartered Professional Accountant intern
- Incredible client service skills developed through working in a high-pressure independent working environment
- Proficient in Java (creation of simple animated games, loops, arrays) demonstrated through obtaining a 98% in Introduction to Computer Programming university course
- Excellent teamwork skills shown through collaboration with a six-member team to develop a decision support tool using Excel VBA in less than three months

## RELEVANT EXPERIENCES

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| QA Consultant, Hypercare, Waterloo, Ontario  | Sept 2018 – Present  |
| <ul style="list-style-type: none"><li>• Tested the website and android app versions of the product to uncover critical bugs to be addressed by the developers</li></ul>  |                      |
| VP Operations, EntSoc, Waterloo, Ontario   | Sept 2018 – Present  |
| <ul style="list-style-type: none"><li>• Implemented strategic and targeted entrepreneurial events through the development of an efficient team structure</li></ul>   |                      |
| Software Consultant, Privacy Horizon, Toronto, Ontario   | Apr 2018 – Sept 2018 |
| <ul style="list-style-type: none"><li>• Collaborated with senior company executives to digitally automate their current process to increase efficiency and expand customer base</li></ul>  |                      |
| Chartered Professional Accountant Intern, PepsiCo Foods Canada, Cambridge, Ontario   | Apr 2018 – Sept 2018 |
| <ul style="list-style-type: none"><li>• Reengineered current processes and models to target current process gaps and ensure future sustainability with the collection of managerial feedback and constant code revisions</li></ul>                                   |                      |
| Project Manager, MSCI 100 – Excel VBA Decision Support Tool, Waterloo, Ontario   | Sept 2017 – Dec 2017 |
| <ul style="list-style-type: none"><li>• Managed a team of 6 students to develop a VBA support tool to assist future students with the planning and execution of group work by delegating tasks based on students' skill sets during biweekly team meetings</li></ul> |                      |
| President, Savon, a Junior Achievement Company, London, Ontario  | Oct 2016 – Apr 2017  |
| <ul style="list-style-type: none"><li>• Planned effective sales events and led focused team meetings to increase initial share value by 563% in less than 20 weekly sessions</li></ul>   |                      |
| Lifeguard/Swim Instructor/Swim Team Coach, City of London, Ontario   | Apr 2016 – Sept 2017 |
| <ul style="list-style-type: none"><li>• Received the Above and Beyond Summer Recognition Award</li></ul>   |                      |

## EDUCATION

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| Candidate for Bachelor of Applied Science in Management Engineering, University of Waterloo | Sept 2017 – Present |
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## AWARDS

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| Goulet Engineering Scholarship, University of Waterloo  | Nov 2018  |
| First in Class Engineering Scholarship, University of Waterloo  | Sept 2018 |
| EngSoc Leadership Excellence First Year Award, University of Waterloo   | Nov 2017  |
| Fountain Tire (Stoneybrook) Award, London Central SS  | Oct 2017  |
| <ul style="list-style-type: none"><li>• Awarded to the graduating student who demonstrates a strong work ethic, indomitable spirit and clear focus for the future</li></ul> |           |

## EXTRACURRICULARS

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| Outreach Squad, Women in Engineering, Waterloo, Ontario              | Sept 2018 – Present  |
| Student Ambassador, Ontario Network of Women in Engineering, Ontario | Oct 2017 – Present   |
| Senior Event Coordinator, UWO Crafts 4 Charity, Waterloo, Ontario    | Sept 2017 – Dec 2018 |

## INTERESTS

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- Swimming, solving puzzles, collecting coins, baking banana bread muffins, self-learning keyboard and guitar