

# Amy Tai

## Management Engineering 2022

Extremely keen to learn new concepts and highly self-motivated IT-Focused Project Manager with education in both computer science and project management.

✉ catai@edu.uwaterloo.ca  
📁 amytai.ca (Password: Testing)

☎ (519) 702-6735  
🌐 linkedin.com/in/amy-tai/

## WORK EXPERIENCE

### Chartered Professional Accountant Intern

PepsiCo Foods Canada

01/2019-04/2019, 04/2018 –09/2018

Cambridge, ON

Achievements/Tasks

- Reengineered current processes and models to target current process gaps
- Communicated with and coordinated with stakeholders at levels from analysts to directors to advance project
- Implemented project management tools such as Gantt charts, process mapping, lean and kaizens to facilitate project progress

### VP Operations

Entrepreneurship Society

09/2018 –04/2019

Waterloo, ON

Achievements/Tasks

- Implemented strategic and targeted entrepreneurial events through the development of an efficient team structure
- Managed a team of six coordinators to effectively complete projects targeting our mission statement

### Project Manager

MSCI 100 – Excel VBA Decision Support Tool

09/2017 –12/2017

Waterloo, ON

Achievements/Tasks

- Managed a team of 6 students to develop a VBA support tool to assist future students with the planning and execution of group work
- Awarded 96% overall on the project

### Software Consultant

Privacy Horizon

04/2018 –09/2018

Toronto, ON

Achievements/Tasks

- Collaborated with senior company executives to digitally automate their current process to increase efficiency and expand customer base

### QA Consultant

Hypercare

09/2018 –Present

Waterloo, ON

Achievements/Tasks

- Tested the website and android app versions of the product to uncover critical bugs to be addressed by the developers

## SKILLS

Web Development

Data Structures & Algorithms

Java

Visio

Microsoft Office

Excel VBA

SharePoint

## SOFT SKILLS

Leadership

Organization

Time Management

Problem Solving

Delegation

Communication

## EDUCATION

### Candidate for Bachelor's in Applied Sciences in Management Engineering

University of Waterloo

09/2017 – Present

Waterloo, Canada

### Smart Technology BEST Course

Technische Universität Graz

02/2019 – 02/2019

Graz, Austria

## ACHIEVEMENTS

First Place in Smart Object Competition (02/2019)

*Collaborated with a team of 5 students to develop a smart object using Arduino in under 6 hours to present to senior level executives at Infineon.*

Dean's List (09/2017 – 12/2018)

*Achieved commendation for maintaining a 4.0 cumulative GPA throughout the semester at University of Waterloo.*

Goulet Engineering Scholarship (11/2018)

*Bestowed scholarship due to academic achievement combined with extracurricular and volunteer involvement at the end of Year One.*

First in Class Engineering Scholarship (09/2018)

*Awarded for ranking first in engineering class based on grades.*

EngSoc Leadership Excellence First Year (11/2017)

*Presented award for displaying exceptional leadership in my high school and community before entering university.*

Fountain Tire (Stoneybrook) Award (10/2017)

*Awarded for demonstrating a strong work ethic, indomitable spirit and clear focus for the future at London Central SS.*

## INTERESTS

Reading

Solving puzzles

Baking banana bread muffins