



CHALYN LILY PAI

University of Waterloo | 3A Management Engineering

SOCIAL

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CODING LANGUAGES

Java ██████████
VBA ████████
HTML ████████
CSS ████████
SQL ████████
PHP ██████
Shell ████

SKILLS

- Proficient at Jira and Confluence
- Extensive knowledge of Excel
- Google Apps and Visio
- Integrated and tested scripts using Sikuli
- Oral and written communication
- Ability to work under pressure
- Independent Learner
- Completed WHMIS Training

EDUCATION

UNIVERSITY OF WATERLOO

Bachelor of Applied Science,
Management Engineering 3A
(Sept 2017 - Present)

UNIVERSITY OF TORONTO

Candidate for Honours Bachelor of
Science, Double major in
Environmental Science and
Economic Management
(Sept 2016 - Aug 2017)

OTHER

- Dungeons & Dragons
- Desserts, Baking and Cooking
- Boardgames

EXPERIENCE

Project Control Officer

CGI Inc. (Sept 2019 – Dec 2019)

- Presented and validated multiple ten-thousand-dollar client contract renewals to directors, lawyers and clients.
- Organized and facilitated executive meetings to discuss improving work environments and increase employee efficiency.
- Managed and Collaborated with different departments to centralize information to ensure no conflicts in software release dates.

Project Coordinator

TD Bank Group (Jan 2019 – April 2019)

- Coordinated and organized hundreds of business and technology tasks for a 72-hour upgrade outage
- Automated weekly JIRA reports using VBA to visually aid senior managers to track progress and critical tasks for multiple teams
- Communicated updates during team meetings, editing change reports from teams across cities, generating reports to their senior manager

Junior Business Analyst

CBI Health Group (April 2018 – Aug 2018)

- Worked closely with Managers, Supervisors, Quality Assurance and Developers, making continuous improvements using JIRA
- Published over 10 Business Requirement Documents and Functional Requirement Documents to document application changes
- Initiated and executed new testing applications to improve QA test cycles

PROJECTS

OnTime - Waterloo Engineering Competition 2019

- Designed a prototype in 6 hours to improve the University with IOTs, presenting to professional engineers, achieving 3rd place
- Analyzed the problem statement, building solutions that fit budgetary, resource and time constraints

Parking Application - Group Side Project 2019

- Built a web application using PHP, HTML, CSS and Javascript that interacted with a database to assign users a parking spot, and when the user leaves
- Application stored data to use by management to support data collection

Decisions Support System - Engineering Design Project 2017

- Created a decision support tool to plan and execute future team projects
- Designed a work allocation tool to allow group tasks and projects to be assign work more efficiently