



# CHALYN LILY PAI

University of Waterloo | 3B Management Engineering

## EXPERIENCE

### UI/UX Designer

ADTEK Consolidated Sdn Bhd | May 2020 – Aug 2020

- Remotely collaborated with Developers, Management, Marketing, and Human Resources to develop user requirements.
- Problem solved and audited consultant contracts to determine contract terminations while producing solutions.
- Designed and implemented user interfaces to improve functionality and market products.

### Project Control Officer

CGI Inc. | Sept 2019 – Dec 2019

- Presented and validated multiple \$10,000 client contract renewals to directors, lawyers, and clients.
- Organized and facilitated executive meetings to discuss improving work environments and increasing 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 200 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, edited change reports from teams worldwide, generating reports to senior management.

### Junior Business Analyst

CBI Health Group | April 2018 – Aug 2018

- Worked closely with Managers, Supervisors, Quality Assurance, and Developers, to make 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.

## SOCIAL

-  [www.chalynpai.github.io](http://www.chalynpai.github.io)
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-  +1 647 571 7608
-  [www.linkedin.com/in/clpai](https://www.linkedin.com/in/clpai)

## SKILLS

- Used JIRA and Confluence to manage and organize projects to meet deadlines
- Extensive knowledge of Excel, Microsoft Office and Visio for mapping systems and scheduling tasks
- Experienced with working remotely and independently
- Oral and written communication through writing and organizing team meetings

## PROJECTS

### Purely Platonic (Presently)

Currently developing a web application that virtually connects people searching for platonic relationships to promote building communities during the pandemic

### Amazon Extension (April 2020)

Built a neural network to customize a list of recommended products to improve user experience on applications such as Amazon

### CarGO (Aug 2019)

Using PHP, HTML, CSS and Javascript, designed an application that assigned customers parking, improving traffic flow

## EDUCATION

### UNIVERSITY OF WATERLOO

BASc, Management Engineering 3B

(Sept 2017 - June 2022)