Danlin Zhou

SUMMARY OF SKILLS

- Previous experience managing projects from concept to completion with Agile principles at Flipp
- Ability to resolve ambiguities, improve processes, and remove impediments with minimal oversight demonstrated through project management experience at both Toronto Finance International and Flipp
- Strong skills in data collection, writing, communication, analysis, and reporting demonstrated through experience at both Toronto Finance International and UW Office of Research
- Microsoft Office Suite, JIRA, Confluence, Slack, Trello
- Experience with Agile, Scrum, UX Design, Lean Six Sigma, DMAIC

PROFESSIONAL EXPERIENCE

Corporate Partnerships Coordinator, Office of Research   Jun 2019 – Aug 2019
University of Waterloo, Waterloo, ON

- Identified opportunities for growth based on market research; then, created presentation materials (i.e., PowerPoint decks & reports) to develop relationships with prospective industry partners
- Led a usability testing initiative using UX principles to inform design changes to the website's interface
- Translated technical research language in fields like aerospace engineering, quantum computing, software engineering, and robotics into business language that is applicable to our partners in the private sector
- Conducted sector analyses in industries like supply chain & logistics, mining, 5G & wireless, and biotech to identify relevant companies and create outreach strategies

Operations Intern, Continuous Improvement   Sep 2019 – Dec 2019
Flipp Corp, Toronto, ON

- Pioneered new processes to leverage content and drive user engagement up by 2.14M Unique Engagement Visits (UEVs). Then, created SOPs on Confluence to ensure replicability
- Applied Agile methodology as Acting Scrum Master for the Continuous Improvement team to monitor progress on sprint goals and remove impediments
- Compiled raw data, resolved ambiguities in open-ended research questions, and summarized findings which were instrumental to decision-making at the Director level
- Investigated issues flagged by QA and problem-solved using internal software and coordinating solutions with platform developers via the JIRA system

Associate, ASPIRE Projects   Jan 2019 – Apr 2019
Toronto Finance International, Toronto, ON

- Delivered a Government-funded project within budget while exceeding recruitment objectives by 50%
- Compiled and presented research on Sustainable Finance policies and initiatives in 10 countries to the Vice President of Policy in support of a Request for Proposal
- Conducted market research to plan for project procurement budgets, compared, analyzed, and provided recommendations for company spending

CERTIFICATION

Certified Scrum Master (CSM)   Sep 2020 – Sep 2022
Scrum Alliance ID: 001108006

EDUCATION

Candidate for Honours Bachelor of Public Health, Co-op   Sep 2017 - Present
University of Waterloo, Waterloo, ON   Cumulative GPA: 3.9