SIMONE COUTINHO

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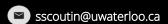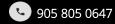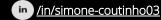## TECHNICAL SKILLS

Technical Languages: SQL, C++, HTML/CSS, Java, Python, Git
Frameworks/Tools: Microsoft SQL Server, GitHub, Eclipse, Atom Text Editor, Visual Studio Code, Microsoft Excel

WORK EXPERIENCE

Technology Audit Co-op   *September 2022 – December 2022*
Manulife Financial Corporation, Toronto ON
- Conducted the Sarbanes-Oxley Act (SOx) testing for 6 Canada and 6 USA segment applications by developing population documents, evidence request lists, and completing detailed testing
- Evaluated IT general control effectiveness through the execution of detailed test procedures on various processes including development and change, IT operations, and access controls
- Coordinated with management and external auditors to improve the overall audit process thus increasing efficiency and ensuring targets are reached

Business Intelligence Analyst Intern   *January 2022 – April 2022*
Peel Regional Police, Mississauga ON
- Constructed visual charts/tables to summarize over 1000 applications of Use of Force by cleaning and analyzing data through SQL and MS Excel
- Assisted the development and testing of a Crime Investigative Dashboard by verifying data quality and overall functionality
- Developed quantitative insights and actionable intelligence through aggregation via simple and complex metrics such as averages and total counts to determine any patterns, outliers, and predictions within the police data

Team Member   *September 2019 – August 2021*
Tim Hortons, Milton ON
- Decreased the overall drive-thru times by 10% through the reorganization of team members and equipment
- Delivered outstanding customer service by greeting more than 150 customers per day, answering questions, and providing information on procedures or policies
- Received and appropriately handled cash or card payments while issuing receipts, refunds, or credits to customers

EXTRACURRICULARS
- Completed "SQL for Data Science" course provided by the University of California, Davis with a 98% final grade
- Educated peers in high school on basic HTML/CSS functions by organizing virtual weekly workshops to introduce the concept of web-development
- Constructed an Arduino based project to log hourly temperature changes using C++ with 90% accuracy

VOLUNTEER EXPERIENCE
- Organized a Girls in STEM event for 50 young females with activities relating to Science, Technology, Engineering and Math to encourage a STEM pathway in high school
- Held position as a Company Outreach Coordinator in the Electrical and Computer Engineering (ECE) Society and managed a resume critique event with more than 15 critics and 50 participants
- Elected to represented 200 fellow students during meetings with course professors by voicing feedback and concerns, consequently implementing solutions that are feasible for both parties

EDUCATION
Candidate for *BASc* in *Computer Engineering* (with President's Scholarship of Distinction)   *2021 – est. 2026*
University of Waterloo