Cymantha Diesel
Software Engineer

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PERSONAL PROFILE

Highly organized and customer-focused Manager of Operations and Services with 3+ years of experience in various industries. Demonstrated strong leadership skills, excellent time management and critical observation abilities. Skilled in creating and implementing new processes, procedures, and documentation to improve operational efficiency. Enrolled for Software Engineering Technician Diploma at Centennial College.

SUMMARY OF QUALIFICATIONS

- Proficient in software engineering and technology
- Experienced in managing operations and services, including overseeing teams, developing processes and procedures, and managing accounts receivable, payroll, and accounts payable
- Skilled in customer service, client relationship management, and communication, with experience in leading webinars and presentations
- Strong critical observation skills and ability to manage multiple projects with excellent time management skills
- Self-starter and quick learner with a creative approach to problem-solving and processing skills
- Familiarity with various software and business tools, including SharePoint and Microsoft Office, as well as experience in researching and establishing business practices
- High level of attention to detail, with a focus on maintaining accurate records and ensuring compliance with company policies and procedures

EDUCATION

Software Engineering Technician Diploma
Centennial College, Toronto, Ontario, Canada.   January 2022 – April 2023

Relevant Courses Completed:
- Software Testing and Quality Assurance
- Developing UI for Software Devices
- Programming – C#

Key Achievements:
- Project Manager of an entire web development project
- Graduated with honors
- Excelled in an online environment

WORK HISTORY

Manager of Operations and Services   February 2021
GVI Management Services   – October 2021

- Implemented a new staff and consultant hire-on process and developed new business processes and procedures for various departments.

- Coordinated and scheduled meetings; maintained and distributed meeting minutes.

- Managed accounts receivable, payroll, and accounts payable.

- Designed and monitored company website.

- Continuously improved efficiency by implementing new practices and researching new business practices using various software tools.

- Assumed the role of SharePoint and Microsoft administrator, creating workflows and sites.

Office Administrator   Nov. 2018 –
Canadian Plains Energy Services   Nov. 2019

- Maintained communication between multiple departments and the client during the project.

- Developed and maintained record keeping processes and managed timesheet reconciliation.

- Kept records for the Safety, Quality and Environment departments and improved the transmittal process.

TECHNICAL SKILLS SUMMARY

- Programming Languages: Proficient in Java, Python, C#, and SQL
- Web Development: Experienced in HTML, CSS, JavaScript, and jQuery, as well as developing and monitoring company websites
- Software Development Tools: Skilled in using various software development tools, including Eclipse, Visual Studio, and Git
- Database Management: Experienced in designing and managing databases using MySQL and Oracle
- Project Management: Skilled in using project management tools, including JIRA and Trello
- Business Applications: Proficient in using Microsoft Office Suite and SharePoint
- Operating Systems: Experienced in working with Windows, Mac OS, and Linux