
**Work
Experience**

BitBakery Software / Product Manager and QA

MAY 2020 - PRESENT, KITCHENER, ON

- o Assure preparation and execution of sprints and releases is up to standard of technical requirements, sprint goals and customers and client needs
- o Communicate with team members on a daily basis on possible tradeoffs, scope and schedule of the project while providing the team with feedback and support
- o Improved the process of existing projects by implementing and leading daily or weekly meetings with clients and ran retrospectives for both internal and external stakeholders
- o Created sprint guidelines for the team to follow and reference - improving the productivity and clarity of each project and team members involved

User Experience

- o Assisted in the ideation phases of projects, including user research interviews, competitor reviews, user story creation and user flows
- o Created low-fidelity and mid-fidelity prototypes using Figma and/or by adjusting code

Marketing

- o Participate in marketing events and tasks including blog posts, ebook, job fairs and suggested the addition of a company Instagram account - resulting in the second most active platform

QA

- o Continue all responsibilities as per previous role

BitBakery Software / Quality Assurance Engineer

JANUARY 2020 - MAY 2020, KITCHENER, ON

- o Created and documented application test strategies, test plans and test cases based on software requirements to assure highest quality of client needs, usability, and functionality
- o Executed manual testing of software solutions from mobile to web applications. In the first month, found 100+ bugs for both new and legacy features
- o Maintained thorough documentation of test tasks, scenarios and cases for multiple projects at a time - tracked project progress, maintain backlog and prioritized tickets using Jira

User Experience

- o Created epics and user stories for an internal project surrounding a Voice Application
- o Conducted a Google Analytics review for a client and provided recommendations

Edison Engineers / Junior Project Associate (Internship)

SEPTEMBER 2018 - DECEMBER 2018, TORONTO, ON

- o Created a database to ease the transfer of 1000+ potential projects from Excel to an online cloud, saving Edison Engineers 15 hours weekly of administrative work. Worked alongside the President to reach appropriate user experience for the rest of the team.

LEA Consulting / Transportation Engineering and Planning (Internship)

JANUARY 2018 - APRIL 2018, TORONTO, ON

- o Initiated a sustainability and social justice committee for 200+ staff involving monthly newsletters and events. Created a Google website for the committee and taught others the process of using a Google website platform. Ran weekly meetings and collaborated with the President, CFO, and Business Development group for event approvals and logistics.

Walter P Moore / Diagnostics (Internship)

MAY 2017 - AUGUST 2017, ORLANDO, FLORIDA, USA

- o Created an Excel client database tool for business development; involving 50+ clients in Southeast United States. Multiplied reach-out frequency during the first month.

Education

BASc Honours in Civil Engineering (With Distinction) / Management Science Option

JUNE 2019, UNIVERSITY OF WATERLOO

- o Elected as the class undergraduate and alumni representative – communicate with classmates and professors to improve academic learning experience and future reunions.
- o Integrated management science courses throughout undergraduate years to strengthen understanding of key elements that allow for optimization in decision making and business needs.

Recent Courses

- o Juno College - JavaScript (jQuery methods, REST APIs)
- o Juno College - Web Development - (HTML5 & CSS3, Responsiveness & Accessibility)
- o Google Analytics Essential Training (LinkedIn)
- o UX Research Methods: Interviewing (LinkedIn)

Volunteer
Involvement

American Concrete Institute / Team Lead and Co-Founder

JANUARY 2017- SEPTEMBER 2017, UNIVERSITY OF WATERLOO

- o Lead a team of 20+ students in the design, construction, and testing of a concrete beam reinforced with fibre polymer to achieve lowest cost to load ratio leading into competitions in the United States.

Bridges to Prosperity / Public Relations and Logistics Manager

JANUARY 2015 - AUGUST 2016, UNIVERSITY OF WATERLOO

- o Dedicated 12 months to the design and logistics of a pedestrian bridge and travelled to rural Bolivia for three weeks to take part in the construction and community involvement.

Relevant
Skills

- o Relevant: Jira, HTML, CSS, JavaScript, Bootstrap, Figma, Balsamiq
- o Others: Google Analytics, AutoCAD, MicroStation, Google Sketchup, Bluebeam
- o Bilingual: English and Spanish

About me

www.dianavaldes.ca