

Duncan Yu

Objective: Seeking co-op/intern position to apply 3 years of computing language experience in analysis, coding, and documentation.

☎ (647) 768-5599

✉ duncan.w.yu@gmail.com

📍 <https://github.com/duncanyu>

PROFESSIONAL SUMMARY

Dedicated and experienced professional skilled in **business analysis, documentation, computer programming, art design, Web development, 3D modeling, and operational support**. Seeking a role where I can apply my knowledge and skills to deliver outstanding results for the organization

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|-------------------------------------|----------------------------|--------------------------------------|
| ✓ Advanced Word, Outlook, PPT ***** | ✓ Access, Excel VBA *** | ✓ SQL for Business Analysis ***** |
| ✓ Unity C# Game Development *** | ✓ Python ***** | ✓ Java ** |
| ✓ Web development **** | ✓ Blender 3D Modelling *** | ✓ Strong Collaboration & Team Player |

EXPERIENCES

Office Admin & Technical Support | EDPYPF Services Incorporated.

Aug 2022 – Dec 2022

- Created and present PPT for **promotion** and **campaign** analysis to higher management
- Improved working **efficiency** by **60%** through **Excel modeling** and **automation**
- Developed **Data Mart framework** using Python and SQL to load data into PostgreSQL DB from multiple files
- Enhanced **reconciliation** process by delivering Python script to **identify missing values** and columns
- Built company **website** in 3 weeks, improving brand broadcasting and online presence

RCACS 8 Globemaster Acting 2IC & 2IC | 8 Globemaster Sqn,

March 2022 - Current

- Became acting 2IC of Cyclone Flight in 8 Globemaster Sqn and continued to substitute for the IC and 2IC.
- Developed many leadership skills and experience in **teaching** and **leading** younger cadets.
- Led group of cadets in various **donation events** and completed the target in a timely manner and **exceeded expectation**
- Further developed leadership skills as well as responsibilities of being the IC of a flight.

RCACS SIC Summer Camp Attendee | Blackdown CTC

July 2022

- Participated 2022 Royal Canadian Air Cadets **Survival Instructor Course Summer Camp**.
- Acquired critical leading skills to lead a group of cadets in a survival situation.
- Developed the ability to proficiently instruct a younger audience.
- Learned the importance of time management and showed demonstrated responsibility with uniform.

EDUCATION

St Robert CHS, Thornhill, ON | September 2021 - Current

A grade 11 student of STR CHS, excels in **Mathematics** and **Computing** with averages at around and **over 95%**. Excellency in **Business, English** and **Sciences** and works well in groups as well as independently.

Willowbrook PS, Thornhill, ON | September 2011 – June 2021

Graduated Willowbrook PS with awards in Mathematics and Technology. Earned the “**Student Excellency Award**” in June of 2016. Excellent grades in Mathematics, Sciences, English and **Arts**.