Hiring Manager

Syntronic

Kanata, ON

January 28th, 2016

Dear Mr. Willington,

I would like to express my interest in a co-op position at Syntronic for the spring 2015 work term. As an aspiring first year electrical engineering student at the University of Waterloo, I have come to be inspired by the prospect of working with Syntronic. After the conduction of personal research, I feel that that the environment and experience Syntronic has to offer would allow me to greatly develop my interests and technical skills in the area of electrical hardware and software systems.

The accumulation of previous work experiences, from being a customer service representative, piano teacher and food services staff , has allowed me to develop resilience to work stress, clear and concise verbal communication skills and adept problem solving skills. Furthermore, having previously completed a co-op work term at a local building restoration company, I was able to develop valuable and transferable skills in project management and communication, which are prevalent in all aspects of team-oriented work.

I had the opportunity to develop working knowledge with many programs and engineering tools (such as AutoCAD, MatLab, and C++) throughout the course curriculum as well as through self-learning. This extensive learning process has allowed me to develop proficiency in technical writing and troubleshooting skills, which in turn have aided me to succeed in this rigorous academic environment. My strong work ethic and desire to learn is demonstrated by my excellent academic standings and self-initiated projects.

For the reasons above, I feel that I would be a strong addition to your team, as I am eager to take on any tasks required. I would appreciate the opportunity to continue this discussion about details of the prospective job as well as your experiences at the company and at Waterloo. Thank you for your time and consideration, I look forward to hearing from you.

Sincerely,

Henry Wang

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| Henry Wang | Email: h397wang@uwaterloo.ca  Mobile: 613-890-9178  K2G 2B7, Ottawa, ON |

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| **Skills Summary** | | | | | | | | | | | | | | | |
| * Working programming knowledge of Java, C++, C#, Android Development, Unity and Arduino. * Experienced with AutoCAD, MATLAB, SolidWorks, DipTrace, and VHDL. * Strong work ethic and desire to learn as demonstrated by excellent academic standings and self-initiated projects. * Proficiency in technical writing procured through by various written lab reports. * Capable verbal communication and organization skills shown by event hosting experience. * Attention to detail and strong troubleshooting skills developed through peer tutoring. | | | | | | | | | | | | | | | |
| Work Experience | | | | | | | | | | | | | | | |
| Project Manager Assistant, Brook Restoration, Ottawa, ON | June 2015 – September 2015 | | | | | | | | | | | | | | |
| * Contacted suppliers and sub-contractors to describing the specification of materials, tools and or services; coordinated the pick-up and delivery of said products. * Provided support to workers with onsite work in a safe and reliable manner; demonstrated good listening and quick learning skills. * Gained knowledge in general project management by assisting with the revision of project schedules, cost estimations, technical drawings and other documents. | | | | | | | | | | | | | | | |
| Piano Teacher, Music for Kids, Ottawa, ON | | | February 2013 – August 2014 | | | | | | | | | | | | |
| * Effectively communicated with parents and students to provide progress updates and schedule weekly appointments. * Evaluated musical excerpts and provided constructive feedback in a tactful way. | | | | | | | | | | | | | | | |
| Staff Member, University of Waterloo Food Services | | November 2015 – December 2015 | | | | | | | | | | | | | |
| * Synergized with other staff members to deliver customer requests in a timely manner. * Developed micro-time management skills through the multi-tasking multiple client orders. | | | | | | | | | | | | | | | |
| Customer Service Representative, Farm Boy Nepean, Ottawa, ON | | | | | September 2013 – August 2014 | | | | | | | | | | |
| * Resolved customer inquiries in a pleasant and professional manner. | | | | | | | | | | | | | | | |
| Project Experience | | | | | | | | | | | | | | | |
| Android Pedometer Application | | | | | | | | | | February 2016 | | | | | |
| * Demonstrated leadership in guiding group members through the development of the project. * Used MATLAB to read and analyze raw sensor data. * Designed and implemented a pedometer algorithm using a finite state machine and low pass filters. | | | | | | | | | | | | | | | |
| Leap Motion Controller Hardware Hack | | | | | | | | | | | | | January 2016 | | |
| * Created a 4x4x4 game of Tic-tac-toe in Unity (C#) that implements Leap Motion’s hand and gesture recognition to provide a 3D interactive user experience. * Assisted group members with the research, development and debugging of in game features. | | | | | | | | | | | | | | |
| Arduino Alarm Clock Prototype | | | | December 2015 | | | | | | | | | | | |
| * Assembled and integrated a real time clock and liquid crystal display to display time. * User interface allows setting of the alarm time, toggling of alarm mode and manual termination of buzzer. | | | | | | | | | | | | | | | |
| Tic-tac-toe Algorithm | | | | | | | December 2015 | | | | | | | | |
| * Written in C++, the console application uses abstract data types and dynamic memory allocation. * Implemented the minimax algorithm to ensure the AI always wins or draws. | | | | | | | | | | | | | | | |
| Remote Controlled Arduino Car | | | | | | | | | | | | August 2015 | | | |
| * Used SolidWorks to design chassis components before 3D printing and assembly. * Added an alternative machine state allows for line following mechanism using photosensors. | | | | | | | | | | | | | | | |
| Beam Analysis Script | | | | | | | | | | | | | | May 2015 | |
| * MATLAB program outputs shear force and bending moment diagrams based on input details of beam, forces and moments | | | | | | | | | | | | | | | |
| **Education** | | | | | | | | | | | | | | | |
| Dean’s Honour List, Department of Civil and Environmental Engineering | | | | | | | | May 2015 | | | | | | | |
| Candidate for Bachelor of Applied Science, Electrical Engineering  University of Waterloo, Waterloo, ON | | | | | | | | May 2020 | | | | | | | |
| **Extra-Curricular Activities** | | | | | | | | | | | | | | | |
| Waterloo Aerial Robotics Group | | | | | | | | | September 2015 | | | | | | |
| * Exposure to soldering, PCB and schematic design, Git and UAV basics. | | | | | | | | | | | | | | | |
| Waterloo Engineering Competition Director, Waterloo Engineering Society | | | | | | | | | | | November 2015 | | | | |
| * Coordinated with other directors in preparation of the event; maintained regular communication channels, assembled required materials and setup of the base camp. * Was responsible for writing the competitor’s package describing project scope, materials, design requirements and constraints. * Provided briefing and addressed inquiries for the competitors regarding general rules, project scope and event schedule. * Directed the competitors and professors during the judging of presentations to keep on schedule. | | | | | | | | | | | | | | | |
| Genius Bowl Director, Waterloo Engineering Society | | | | | | November 2014 | | | | | | | | | |
| * Collaborated with other directors to organize termly trivia event. * Was responsible for creating questions and answers, event promotion, budgeting and hosting. | | | | | | | | | | | | | | | |
| **Interests** | | | | | | | | | | | | | | | |
| * Physical activities: badminton, soccer, futsal, weight room exercises. * Arts: sketching, piano, creative writing. | | | | | | | | | | | | | | | |