Harry Zhou

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An aspiring software engineer and filmmaker with background in project management and various managerial roles. Excellent written and verbal communication skills. Possessing strong teamwork ability through 5+ years of project coordination/management experience. Strong organizational and time management skills demonstrated through multitasking in multiple professional settings.

Experience

Nearnet   June 2025 – Present
Volunteer   Toronto, ON

- Assisted in building and testing API endpoints to maintain data accuracy and reliability.
- Identified issues in the original site design and prototyped a revised UI that improves the user experience of the website.
- Collaborated using a stack using Vue front-end, Django back-end, and MySQL database.
- Assisted with implementing new endpoints and contributed to database schema updates to support additional service categories.

CXConstruction   May 2023 – Nov 2024
Project Management   Toronto, ON

- Proven project manager that manages multiple government projects from different municipalities such as Hamilton and Region of Peel simultaneously while keeping project on or ahead of schedule.
- Excellent communicator that successfully manages many of client's expectations during unforeseen project obstacle such as meeting construction regulatory regulations stated in the Ontario Building Code and Ministry of Health.
- Resourceful multitasker project manager leveraging a background in computer science and extensive knowledge in Microsoft and Adobe tools to efficiently manage the company's health and safety system and ongoing projects.
- Highly proficient with Microsoft Excel to provide professional estimations for bidding in multiple government projects with highly thorough and comprehensive breakdowns.
- Highly detail oriented project manager responsible for leading in-person or online meetings while providing meeting minutes for all matters discussed during the meeting with extensive details.
- A tech-savvy project manager proficient in using various software tools such as Microsoft Teams and Zoom to effectively manage virtual meetings between 3-4 different parties at a time.

Toronto Endoscope Clinic   May 2022 to August 2022
Administration/Data Entry   Toronto, ON

- Responsible for receiving new and old patients while managing their Electronic Medical Records. In addition, to managing the patients' EMR, another responsibility is to call patients or physicians to confirm appointment bookings as well as sending instructions and reminders.
- Employed error correction measures such as cross-checking data entry formats and inconsistencies across all patients' personal information. When discrepancies occur, it must be rectified immediately to ensure the best medical care for patients.

- Tested quality assurance procedures to ensure 95% accuracy when entering confidential data from sources such as PDFs, faxes, mailed documents, ensuring the Personal Health Information Protection Act (PHIPA) rules are followed.

Real Fruit Bubble Tea   August 2015 to Sept 2018
Store Manager   Toronto, ON

- Highly capable manager for operating multiple regional stores and managing the deliveries of various supplies to each of the regional stores and as well as leading team meetings.
- Passionate store manager and team leader that provided training to new employees to 6 regional stores while ensuring each store's customer service is up to standard.
- Demonstrated exceptional customer service by acquiring above average gratuities from customers compare to other nearby regional stores.

TECHNICAL SKILLS

- HTML, CSS, TypeScript, Python, NextJS, React, Vue, Java, Android Jetpack Compose, C#
- Photoshop, InDesign, Illustrator, Premier, Figma
- Microsoft Word, Excel, PowerPoint, Visio, Project
- Proficient in both English and Mandarin

Education

Centennial College, Toronto   Current
Advance Diploma, Artificial Intelligence Software Engineering

University of Toronto, Toronto   April 2023
Certificate, Full Stack Web Development

Seneca College, Toronto   June 2016
Advanced Diploma, Electronics Engineering Technology