



JASMINE YADETA

5-22111 Sharpe Ave, Richmond BC | (778) 318-7307 | jasmine.yadeta@gmail.com

EDUCATION

University of Victoria

SEPT 2013 – AUG 2018 (Victoria, BC)

Bachelor of Science in Computer Science and Psychology, Minor in Business

EXPERIENCE

Paragon Testing Enterprises, Operations Coordinator

OCT 2018 – PRESENT (Vancouver, BC)

- Provide professional and friendly tier 1 support for test delivery personnel on test days, which entails answering questions about policies, procedures and troubleshooting.
- Reporting to the Vice President of Operations, prepare and review weekly reports, documentation, manuals, and training materials.
- Created and implemented an inventory management system with Microsoft Access, Excel and Tableau to improve efficiency and analysis in outbound material shipments to new and existing test centres domestically and internationally. Projected decrease in international shipping expenses of 27% annually.

University of Victoria – University Systems, Microsoft Excel Workshop Instructor

SEPT 2017 – AUG 2018 (Victoria, BC)

- Developed 90-120-minute programs for beginner and intermediate Microsoft Excel users for students, faculty and staff at the University of Victoria
- Taught workshops in an easy to follow format with self-created data and went through various skills including terminology, formulas, autocomplete, data validation, conditional formatting, filtering, and advanced filtering.
- Briefly introduced transferability to Google Sheets.

University of Victoria – Welcome Centre, Tour Guide

FEB 2017 – AUG 2018 (Victoria, BC)

- Provide engaging, and informative individual or large-scale tours (up to 45 people) on the various aspects on the University of Victoria to prospective and current students.
- Advanced knowledge of the University of Victoria campus and services, such as admissions, degree programs and planning, international student services, counselling and residence services.
- Assisted in planning and execution of the tour guide appearances at various events in conjunction with the Campus Tours Coordinator.

Centre for Autism, Research, Technology and Education (CARTE), Software Developer

FEB 2015 – FEB 2017 (Victoria, BC)

- Developed Let's Face It! (LFI) Scrapbook, an iPad application for training facial expression and identity recognition (Experience in Objective-C, Swift and Xcode).

- Built and maintained website (Bootstrap); and maintained support email to provide technical support upon request (Experience in Javascript, HTML, and CSS).
- Acted as technical liaison between stakeholders, researchers, and end users; explaining technical content to non-technical audiences. Lead the beta testing and feedback implementation given from children on the Autism spectrum from ages 5-17.
- Awards and Recognition received: Cover story of the TORCH Alumni Magazine (Spring 2016), REACH Award - Excellence in Knowledge Mobilization (2017), Craigdarroch Research Award in Knowledge and Mobilization (2017), Provost Engaged Scholar Award (2018) presented to the founder of CARTE for recognition in leadership of the development of LFI.

SKILLS

ADVANCED	PROFICIENT	FAMILIAR
Microsoft Office; HTML; CSS; Javascript; LaTeX;	Swift; Objective-C; Python; Java; SQL; Tableau; R; MATLAB; Jira; Git; Wordpress	XML; Adobe Photoshop; Adobe Illustrator; C++; C#

RESEARCH EXPERIENCE

University of Victoria – Different Minds Lab (DML), Research Assistant
SEPT 2015 – FEB 2017 (Victoria, BC)

- Contributed to the design, implementation and facilitation behavioural and EEG experiments (MATLAB experience).
- Served as technical liaison between research groups, stakeholders and the development team.
- Conducted literature review and reported, analyzed and inputted appropriate data in R and Excel.

University of Victoria – Software Engineering Global Interaction Lab (SEGAL), Research Assistant
JAN 2018 – AUG 2018 (Victoria, BC)

- Designed, tested and assisted in the implementation of various projects including GitHub User Issue Predicting project and Sentiment Analysis in Technical Support Tickets utilizing natural language processing techniques in Python.
- Conducted literature review and reported, analyzed and inputted appropriate data in R and Excel.

OTHER EXPERIENCE

Her Campus – University of Victoria Chapter, Campus Correspondent and President
SEPT 2016 – AUG 2018 (Victoria, BC)

- Oversee Executive Board and Chapter of 50 plus members, with project management tasks including event planning, marketing initiatives, editorial writing and editing, sponsored programs, philanthropy and developing, and instructing editing, writing and excel workshops.
- Act as liaison with Her Campus Nationals (Boston, MA), as well as other campus organizations and local businesses.
- Awards Received Under My Direction:
 - Pink Level Chapter Spring 2017, Fall 2017 and Spring 2018 (Top 20% of Chapters), Second Place Best Feature: Women's Issues (Fall 2017), and Honourable Mention Best Feature: Women's Issues (Spring 2018)