Katarina Poffley

in katarina-poffley
✉ katarina.poffley@mail.utoronto.ca
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Education

University of Toronto- Bachelor's of Applied Science *Present*
Toronto, Canada

- I am a third year Engineering Science student specializing in Engineering Physics.
- I am pursuing a Minor in Artificial Intelligence Engineering and a Certificate in Nuclear Engineering

Work Experience

City of Toronto *June 2023 – Present*
Technical Trainee *Toronto, Canada*

- I am currently employed as a Technical Trainee in the division of Municipal Licensing and Standards.
- I travel to various locations in the City of Toronto to perform site inspections and surveys, takes photos and delivers notices.
- I collect, organize and present information/field notes/sketches/reports from field investigations and site visits.
- I use various internal systems and construction drawings to enforce City of Toronto By-Laws.
- I employ my excellent interpersonal and communication skills to interact with staff and clients in an efficient and diplomatic manner, both in-person, over the phone and via email.

CIBC(Canadian Imperial Bank of Commerce) *January 2023 – June 2023*
Project Control Officer *Toronto, Canada*

- I led my team in SCRUM every morning. I used a RAID log to track and reconcile open issues.
- To escalate and reach project timelines, I would communicate with many departments in CIBC, such as tech support, change request managers, service provider workers and employees from both the business facing and tech side of the bank.
- I led a weekly meeting with upper management, members of a Technology Operations Team, developers and offshore workers.
- I was exposed to warranty and decommission timelines.
- I led a "Weekly Management Meeting" with Directors within Application Services and the Senior Director of Application Development.
- To provide updates to all team members, ensure structure and maintain a high level of organization, I was responsible for providing meeting minutes, action items and any documents discussed after meetings.
- I attended weekly "SCRUM Mentorship" sessions with my Project Coordinator mentor and an Agile Project Delivery expert.
- I completed the following CIBC provided trainings: "Agility Foundations", "Introduction to Business Agility", "Using Kanban in IT and Software Development" and "Kanban for Operations".
- I was responsible for creating packages by collecting artifacts (Change Requests, emails, Test Cases, and their outcomes, etc.) and necessary approvals to be submitted to Request Manager when deploying code changes.

City of Toronto *May 2019-June 2023*
Pool in Charge *Toronto, Canada*

- I was responsible for and in charge of the administration and operation of the pool and on site programs.
- I performed maintenance duties such as pool chemistry tests, vacuuming, backwashing, and chemical balancing.
- I ensured compliance with Ontario Health Regulations and all relevant Policy and Procedure manuals.
- Every day, I led a team of two customer service representatives and seven lifeguards efficiently and effectively by ensuring all staff are qualified and trained in emergency procedures.

- Required Qualifications: Lifesaving Society Swim Instructor, Lifesaving Instructor, Emergency First Aid Instructor, National Lifeguard, Standard First Aid with CPR-C.
- I was promoted to this position after successfully completing an oral and written test. Prior to my promotion, I worked as a swim instructor, a lifeguard and a community service representative during the time period of May 2017-May 2019

Extra-Curricular

University of Toronto Aerospace Team   *May 2023 - Present*
Aerospace Policy and Law Division: IAC 2024 Primary-Investigator   *Toronto, Canada*

- I am currently leading a team of eight undergraduate students in researching the Safety and Sustainability of Nuclear Energy in Space.
- The components of this research paper are a Literature Review of 50-100 research papers, a Gap Analysis, a Delphi Study and/or Qualitative Meta Analysis and a technical experiment.
- This team aims to submit a final manuscript, and present our research at the 75th annual International Astronautical Congress

University of Toronto Aerospace Team   *September 2021 - February 2022*
Aerospace Policy and Law Division: AIAA 2022 Sub-Investigator   *Toronto, Canada*

- I was a sub-investigator on a team of ten undergraduate students researching conflict mitigation in long-duration space exploration missions.
- I led a team of six students in completing a Delphi Study. I reached out to industry professionals and professors, created a two-stage study, and synthesized the results from the study with information gathered from a literature review.
- This paper was accepted and published by the American Institute of Aeronautics and Astronautics in 2022

Projects

Cricket Match Prediction using k-Nearest Neighbor and a Random Forest   *May 2023 - August 2023*
Toronto, Canada

- I am a part of a group of four undergraduate students currently creating a model to predict the final score of a cricket match first only given the team names and given the score halfway through the match.
- The results from the k-Nearest Neighbor model will be compared with a baseline model, the Random Forest.

Food Group Classification- A Multi-Label Classification Problem   *September 2022 - December 2022*
Toronto, Canada

- I led a team of four undergraduate students in the completion of a Neural Network which would allow for images to be labelled according to all possible food groups it belongs to.
- I collected data from two publicly available datasets used for single label classification and modified them to be used for our multi-label classification problem.
- After training the weights in our autoencoder, the pre-trained encoder and three linear layers were connected to complete the task of multi-label classification

Technical skills

Programming Languages   Python (eg., NumPy, Pandas, Pytorch), R, C, MATLAB

Awards

Community Outreach   University of Toronto Aerospace Team's Excellence Awards   *2022*