

SINCLAIR MINSHULL

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SUMMARY OF QUALIFICATIONS

Implemented excellent Microsoft Office skills (PowerPoint, Word, Excel) to produce detailed, concise forecasting reports at Scarsin Corporation

Shows attention to detail and proficiency while programming in Python 3, learning Matlab and following safety procedures in the wet lab using analytical devices.

Enthusiastic, self-motivated and shows initiative by pursuing new skills and knowledge outside the workplace/classroom: uWaterloo hydroponics team member, Waterloo Undergraduate Nanotechnology Conference 2015 participant

Sets challenging goals and uses dedication and determination to achieve above-average results (pole vault, I2E instructional guide, Duke of Edinburgh award)

Exercises exceptional verbal and written communication in English and French: bilingual D.E.L.F (Diplôme d'études en langue française) certification

EXPERIENCE

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| April
2015-
August
2015 | <p>Reporting Analyst Intern, Scarsin Corporation, www.scarsin.com</p> <ul style="list-style-type: none">• Displayed excellent written communication skills to produce an introductory instructional guide for the software I2E (Integrated Insight Environment)• Managed time effectively for multiple projects simultaneously to meet deadlines and produce accurate reports• Demonstrated consistent attention to detail when reviewing and validating client reports and querying data• Collaborated to build a report validation system using data cubes to maximize efficiency (currently in use)• Creatively solved problems that arose while using software. |
| March
2013-May
2015 | <p>Retail Sales, Blue Heron Books, www.blueheronbooks.com</p> <ul style="list-style-type: none">• Interacted professionally and engagingly with customers and fellow staff in a dynamic entrepreneurial environment• Team player when organizing large book events hosting international renowned authors to ensure maximized sales and customer enjoyment• Effectively communicated customer feedback to recommend improvements to event scheduling and logistics• Exceptional attention to balancing cash, customer satisfaction, efficiency of |

processes, store displays and shipping/receiving

EDUCATION AND AWARDS

- 2015-2020 Honours Nanotechnology Engineering, Co-op, *University of Waterloo*
- Candidate for Honours Bachelor of Applied Science, Nanotechnology
 - Current Courses: Calculus II, Physics, Organic Chemistry, Material Science, Computing, Nanotechnology and Health Risks
 - Proficient in Python, experience in Matlab, wet lab experience, WHMIS training
- 2011-2015 Ontario High School Diploma, *Uxbridge Secondary School*
- Honour Roll, First Class Honours, Ontario Scholar (90+ average)
 - Completed French Immersion Certificate and D.E.L.F bilingual certification
 - Loran Scholarship National Finalist, Bursary Winner for community service, outstanding character and acts of leadership
 - Keith Freemantle Memorial Scholarship received for outstanding volunteerism and leadership with the Uxbridge Soccer Club

LEADERSHIP AND ENRICHMENT

- January 2016 Waterloo International Industrial Engineering Conference (IIE), 36th Annual
- Volunteer for two-day intensive engineering competition using organizational and French-language skills
- November 2015 Waterloo Undergraduate Nanotechnology Conference, First Annual
- Interacted and attended seminars with nanotechnology research and industry experts
 - Participated in innovative “Think-a-thon” and presented results to group
- September 2015 uWaterloo Hydroponics Team , *Professor Nassar Abukhdeir*
- Collaborated to create layout and choose materials for mobile hydroponics unit
- August 2013-September 2015 Duke of Edinburgh Award, *Gold Level National Award Candidate*
- Set and achieved goals, over 24 months, to encourage personal development, sustained skills participation and community involvement.
 - Achievement includes 120+ hours community service, sustained weekly physical activity (pole vault, soccer), development of high level of skill in alto saxophone playing and completing a six day adventurous expedition canoeing 60km into Algonquin Park, camping and carrying all required supplies
- June 2013 Okami Kai Dojo, Nidan Second Degree Black Belt, Ju Nen Kai Award

INTERESTS

· fitness, reading, soccer, French, martial arts, pole vault, euchre, music