Kylie Ng

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SKILLS

Soft Skills: Clear Communicator, Creative Thinker, Designer, Multi-faceted, Detail-oriented, Resourceful, Patient, Agile
Programming Languages: C++, C, Python, React.js, CSS, HTML
Python Libraries: Pandas, NumPy, PyTorch, SkLearn
Tools: LaTex, Visual Studio Code, Git, GitHub, SmartSimple, Microsoft Office Suite, Microsoft Teams, Slack, Zoom, Google Meet, Google Tools, Google Colab, CapCut, QuickBooks, Drupal, Notion, Canva, ChatGPT

EDUCATION

3rd Year, University of Toronto — BASc, Computer Engineering Sep. 2023 – Apr. 2028
with Minor in Engineering Business, Certificate in Artificial Intelligence, PEY Co-op *Toronto, ON*

- University of Toronto National Book Award
- University of Toronto Dean's Merit Award ($13,500 Scholarship)

WORK EXPERIENCE

WorkStudy – Junior Business Analyst (Present, 16 Months!) Sep. 2024 – Apr. 2026
University Registrar's Office, University of Toronto *Toronto, ON*

- Collaborate with and learn from Senior Business Analysts, Developers, and IT Operations to assess grant business models and its integration with the technology's user experience.
- Work with three main projects:
  * **Award Explorer Project**: Flourish strong analytical and project management skills to directly test business processes managing 1600+ active grants and student accounts for the University of Toronto's Award Explorer tool. Conducted comprehensive regression testing in the Award Explorer module using SmartSimple software.
  * **Tuition Fee Database Project**: Entity Relationship Diagram (ERD) comparisons, identified and resolved 80+ discrepancies with 100% accuracy and attention to detail, resulting in significant system improvements.
  * **Dependants Scholarship Program (DSP)**: Analyze Business Requirements Documents (BRDs): Found 10+ discrepancies between mockups.
- Gained proficiency in the SmartSimple grants management software, optimizing the relationship between entities in the Universal Tracking Application (UTA), workflows, and financial database architecture.

Summer PEY Co-op – Accounting Coordinator & Teaching Assistant May 2025 – Aug. 2025
York Region Educational Services, U+ Education *Richmond Hill, ON*

- Reconciled and updated financial records using QuickBooks, ensuring accuracy in transactions, budgets, reports.
- Served as the primary customer service liaison, handling client communications and issuing official receipts (i.e., sales, invoice, refund) across multiple platforms, entrusted with 1.8+ million dollars.
- Submitted 10+ grant-aligned project ideas in collaboration with external vendors to qualify for funding programs.
- Lead engaging educational programs (i.e., toastmasters, STEAM, sports) across multiple schools in York Region.

WorkStudy – MOOC Video Editor May 2025 – Aug. 2025
Professor Ka Tat Tsang, University of Toronto *Toronto, ON*

- Edited raw video content into publishable videos using Canva for video graphics and CapCut for video editing.
- Reached milestone of editing 12+ videos for Professor Ka Tat Tsang's YouTube channel (1.1K+ subscribers) and Coursera course (200K+ learners) thus far.

WorkStudy – Drupal Website Developer May 2024 – Aug. 2024
Department of Political Science, University of Toronto *Toronto, ON*

- Developed and designed the department's old website to a new website through Content Management System (Drupal), abiding by formatting consistency among multiple professional faculties at the University of Toronto.
- Took initiative to photograph 10+ images for website aesthetics.
- Provided support with the design and implementation of various department's marketing communications, including brochures and the department newsletter.

Project Manager
Jan. 2024 – May 2024

University Health Network, KITE Rehabilitation Institute
Toronto, ON

- Co-operated with two client researchers on developing feasible non-intrusive technology design solutions for better diagnosing Circadian Rhythm Sleep De(synchrony) (CRSD) with the light-dark cycle.

- Managed a team of 7 to implement effective and agile engineering practices to ensure project success, while working directly with researcher clients at the University Health Network.

Instructor
Aug. 2021 – Aug. 2023

Kumon Math and Reading Centre, Elign Mills
Richmond Hill, ON

- Specialized in high-level mathematics, provide academic support to students in Reading and Mathematics, resulting in significant improvement in student rank through successful execution of advanced curriculum.

- Communicated effectively with a wide range of students to explain concepts in a clear and succinct manner.

PROJECTS

Skin Cancer Detection CNN AI | *Python, Pandas, Numpy, PyTorch, Git, Google Colab*   May 2025 – Aug. 2025

- Designed a Convolutional Neural Network (CNN) Artificial Intelligence (AI) model, classifying 10K+ images of skin lesions into 7 classes, including both malignant (cancerous) and benign (non-cancerous) types by Deep Learning.

GISelle (Grade Received: A) | *C++, Glade, Git, Visual Studio Code*   Jan. 2025 – Apr. 2025

- GISelle is a Geographic Information System (GIS) made by women, for women.

- Designed the map's Graphical User Interface (GUI), targeting users' stellar usability and responsiveness.

- Developed and optimized algorithms and heuristics (i.e. 2-Opt, Multi-Start, Travelling Salesman, Simulated Annealing) which improved the quality of results, and managed version control with a team of 3.

Gyroball Game | *C, Assembly, CPULator*   Jan. 2025 – Apr. 2025

- Connected keys on the Personal System/2 (PS2) Keyboard and Video Graphics Array (VGA) that helps draw and render the graphics throughout the game, guiding the user to interact with the Monitor's display.

- Programmed using C onto the Field Programmable Gate Array (FPGA) of a DE1-SoC board operating on the Nios-V Processor, and debugged using CPULator.

AWARDS

Lieutenant Governor's Community Volunteer Award
Jun. 2023

- Issued by The Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario (2014-2023)

- 400+ hours of exemplry volunteer service with the most volunteer hours in my graduating class.

International Baccalaureate Diploma
Jun. 2023

- Excelled in a rigorous globally-recognized program designed to foster intellectual and social development.

Ontario Scholar
Jun. 2023

- Average of Top 6 U or M courses 80% in high school. High school average: 98%

Mackenzie Health Volunteer Association (MHVA) Student Achievement Award
Jun. 2023

- Monetary award recognizing 5 student volunteers with 150+ hours of community service at Mackenzie Health who demonstrated exceptional performance as a Mackenzie Health Student Volunteer in addition to voluntary service endeavours on behalf of their school and the community.

Order of the Eastern Star Graduation Volunteer Bursary
Jun. 2023

- Monetary award to a graduating student who will be pursuing a post-secondary education who contributed many hours of volunteering service for the community.

Schulich Leader Nominee
Jan. 2023

- Recognizes a top STEM student selected by the high school for academic excellence and entrepreneurial mindset, demonstrating leadership, charisma, and creativity.