

MATTHEW YOON

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EDUCATION

University of Toronto
Honours Bachelor of Arts Bioethics & Philosophy

Toronto, ON
September 2015 - April 2020

WORK EXPERIENCE

Home Construction Regulatory Authority
Licensing and Compliance Coordinator

Toronto, ON
August 2021 - Present

- Effectively managed a wide range of cases, including requests, issues, and claims, by creating detailed account profiles and scheduling follow-up meetings to resolve issues in a timely and organized manner.
- Organized team meetings and worked closely with internal departments such as compliance, legal, IT, and finance, as well as external departments like TARION, to address specific cases of licensed builders, vendors, and home owners.
- Managed the Course Competency Exemption Process (CCEP) while responsible for uploading and updating applicant profiles and documents, cross-referencing them as needed.
- Assumed the role of a business analyst and played a key role in designing and implementing a new strategy to improve the efficiency and effectiveness of the CCEP process.
- Provided training and support to coordinators on regulations, eligibility, and compliance standards, utilizing my expertise to help them effectively resolve cases on the CRM.

Uninfo Tech.
Research Analyst

Toronto, ON
October 2017 - December 2021

- Published over 150 detailed documents and articles about Canadian post-secondary institutions, using data analysis techniques to provide in-depth insights and analysis.
- Used data visualization tools, including Microsoft Excel and Google Sheets, to create graphs and charts illustrating program offerings, enrollment numbers, and consolidated financial records for each academic institution.
- Contributed to large research data pool by collecting and organizing diverse, credible data sources and conducting thorough analysis of both qualitative and quantitative data.
- Conducted interviews with faculty and students to gain deep insights into program lifestyles and appeal to foreign students when making decisions about post-secondary education in Canada.

Trillium Health Partners
COVID-19 Vaccine Scheduling Coordinator

Toronto, ON
January 2021 - August 2021

- Conducted data analysis to audit and cross-reference patient data to efficiently organize over 700 vaccine appointments each day on CRM COVAX, ensuring that patient capacity at vaccine clinics was properly addressed.
- Updated and maintained data in VERTO Health to generate status reports and assist in assigning team members to different roles for vaccine distribution project.
- Collaborated with Peel Public Health and the Ontario Government to maintain efficient operations and meet distribution targets for vaccines at Trillium Health and the UTM Vaccine Clinic.

SKILLS

- Languages: C, Python, HTML & CSS, Javascript, SQL
- Frameworks: Django, React, Flask

CERTIFICATIONS

Harvard University edX - CS50x 2022

Completion of CS50x, including ten problem sets, ten labs, and one final project.

Harvard University edX - CS50 2022

Completion of CS50's Web Programming with Python and Javascript, including six projects.