

# MATTHEW YOON

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## SUMMARY

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Motivated and skilled professional with a solid foundation in programming and a natural aptitude for problem-solving. Eager to contribute to new teams and projects, utilizing my expertise in project coordination, analytical thinking, and research capabilities. Dedicated to creating innovative solutions and collaborating seamlessly with experienced team members in diverse environments to achieve product success.

## EDUCATION

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**University of Toronto**  
Honours Bachelor of Arts Bioethics & Philosophy

Toronto, ON  
September 2015 - April 2020

## SKILLS & CERTIFICATIONS

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### Harvard University edX - CS50x 2023

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

## PROJECTS

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### Weather Dashboard

- Developed a dashboard using OpenWeatherMap API to display real-time weather conditions for user-specified cities.
- Utilized Python with Flask for backend and HTML/CSS with Bootstrap for frontend design.
- Implemented API integration, user input handling, and appealing data visualization for weather information.

### Currency Converter

- Created a currency converter app using ExchangeRatesAPI for fetching real-time exchange rates and performing currency conversions.
- Employed JavaScript with React for frontend, enabling users to input values and select currencies for conversion.
- Incorporated error handling and input validation to enhance user experience.

## WORK EXPERIENCE

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**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.