

Matthew Lee

Personal Details

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- New Zealand Citizen
- Full New Zealand Driver's Licence

Objective

Looking for a professional internship in a software development role to further develop my knowledge and experience in the IT sector.

Profile

- To complete a Bachelor of Engineering (Honours) in Software Engineering in November 2018.
- Exceptional communication and interaction skills from working in retail for over three years and from being a tutor during the past trimester.
- Student member of IPENZ.
- Great leadership skills as evidenced by completing numerous group activities at the Outdoors Pursuit centre in Tongariro.
- Fantastic problem solving and analytical skills shown by resolving customer complaints and introducing more efficient processes in a previous retail job.
- Excellent time management skills – consistently handed in assignments/projects ahead of their deadlines while meeting several work commitments and managing extracurricular activities.
- Able to adapt in high pressure environments shown by successfully serving customers in a costume shop during the Wellington Sevens and Halloween.

Technical Skills

Area	Tools	Skill Level	Experience
Business	MS Excel, Publisher	Intermediate	Weekly for assignments and projects.
	MS Word, Outlook, Powerpoint	Advanced	Daily for assignments and reports.
Design	Adobe Photoshop, ArgoUML, Adobe InDesign	Intermediate	Worked with these for projects throughout college and university.
Hardware	Arduino, Raspberry Pi	Intermediate	Worked with these for first year engineering projects and tutored first year students on them.

Operating Systems	Windows, Linux	Advanced	Daily for assignments and at home for personal use.
Programming Languages	C, C++, Ruby	Beginner	Currently learning the basics.
	HTML, CSS, Javascript, JQuery, Flash, Python	Intermediate	Worked with these languages throughout college.
	Java	Proficient	Almost daily for assignments.

Education

Victoria University of Wellington

February 2015 - Current

Bachelor of Engineering (Honours)

An academic transcript is available on request.

Achieved an A+ mark in most of my papers and currently have a GPA of A+. My lowest mark in the first two years of University was an A-. Academic highlights include achieving an A+ in three out of four of my second year papers.

University of Surrey, Guildford, United Kingdom

September 2016 – February 2017

International Exchange

An academic transcript is available on request.

As part of the Victoria Abroad program, I was accepted to be a part of an exchange for a trimester to the University of Surrey. Surrey is consistently ranked in the top 10 universities in the UK and specialises in sciences and engineering. I achieved firsts in all modules I was enrolled in.

Onslow College, Wellington

February 2010 – December 2014

NCEA Level One, NCEA Level Two, NCEA Level Three

Achieved NCEA Level One and Two with an excellence endorsement and NCEA Level Three with a merit endorsement. Achieved an excellence endorsement for Digital Technologies throughout all levels of NCEA.

Achievements & Volunteer Work

➤ Dean's List, Faculty of Engineering and Computer Science

2015

The Dean's List is a formal and published record of students who achieve academic excellence in their current year of study in an undergraduate degree programme.

➤ Onslow College Peer Support Leader

2014

Peer Support ensures students transitioning from intermediate can cope with college life. Peer Supporters are selected based on their skills in leadership, communication and cooperation, empathy and understanding and creativity and initiative.

➤ The Hilary Step, Hilary Outdoors Education Centre, Tongariro

2014

This personal development programme involves taking part in various outdoor activities. All

participants work together as a group learning about the environment, teamwork, communication, decision making, accepting challenges and facing fears.

Work Experience

Wisebuys on Dixon

www.wisebuys.nz

Sales Assistant

May 2013

– Current

I have been a sales assistant at Wisebuys for several years now, working my way up from casual shifts to having a part-time permanent role and managing the store. My tasks involve interacting with customers to ensure they have a pleasant retail experience, stocking/merchandising product to keep the store in a tidy manner and opening/closing the store on weekends.

School of Chemical and Physical Sciences, Victoria University of Wellington

www.victoria.ac.nz/scps

PHYS122 & SARC122 Sessional Assistant (Marker)

February 2016

– September 2016

My tasks for this role involved spending three hours a week marking first year engineering and architecture students' physics assignments. For this role, I reported directly to the Course Coordinator.

School of Engineering and Computer Science, Victoria University of Wellington

www.victoria.ac.nz/ecs

ENGR101 Sessional Assistant (Marker)

February 2016

– June 2016

During my second year of university I was accepted to be a tutor for the School of Engineering and Computer Science at Victoria University of Wellington. Some of my tasks included running labs, marking assignments as well as tests and making sure first year students knew the concepts and content being covered in ENGR101.

Interests

➤ Walking and swimming

In my spare time I enjoy walking around the Town Belt and above the hills of Wellington to keep fit. I also like to head down to the local pool to do laps when I have time.

➤ Travelling

While on exchange, I discovered an interest for travel. I particularly enjoyed venturing to countries that were completely different to New Zealand.

Referees

Referees are available on request.