

To Whom It May Concern,

I would like to express my interest in the Business Analyst Intern at BMO. I believe that the various experiences I have gone through in the past have allowed me to develop my computer technical, communication, and leadership skills. On top of that, I am confident that I am able to excel and grow together with BMO, given the chance and time. I think that this position can provide an exceptional opportunity to explore this important application of IT techniques.

I am studying computer science at Dalhousie University in order to build on skills that I gained in my two internships and computer science courses in the university. Part of a Software project course at Dalhousie required me, with understanding an agile team environment to build a website that can resolve the poverty issue in Canada. As the quality assurance team lead, I guided and provided the detailed specification for the team members and support programming perspective of the problems what our team had faced. Our team successfully launched the software and got a volunteering opportunity as a technical consultant from the company.

Through the internship at the Discovery Centre and Intricate, I am broadening my knowledge in full-stack web architecture, debugging, database migration, and analytic skills. The greatest experience was managing Microsoft 365 administration skills, data optimization, cleaning, extract and transfer data to the other software. I've been working independently and also as a team. I was willing to learn new skills and applied them to creating a front-end web service. I used strong communication skills to investigate the issue to resolve technical issues during the Covid-19 since the majority of teams worked remotely. The two internships have provided me to deal with unexpected difficulties that could apply to other fields. My major goal is about creating environments that give a business an edge.

Apart from my studies and work, I am the Vice President Internal Affairs of STEM Fellowship Dalhousie division. At STEM Fellowship, we help students from different science faculties to grow student's networks and provide mentorship to equip the next generation of change-makers with indispensable skills. I also spent years improving my R and Python programming skills to learn Data Science in my free time.

I am looking forward to assisting BMO with my previous experience and knowledge. Please refer to the accompanying resume for further details as my qualifications and work experiences in consideration for this position. I believe I would be a beneficial asset to BMO, and I would like to meet with you to discuss the goals of the company and my abilities to meet them.

Thank you for your time and consideration.

Sincerely,

Ricky Yang

## ***Ricky Minwoo Yang***

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linkedin.com/in/rickyang0914

### **Education**

- University of Wollongong (Australia)  
Bachelor of Information Technology, Network Management (2016-2018)
- Dalhousie University (Canada)  
Bachelor of Computer Science (Transferred from 2019 to present) GPA: 3.50/4.30

### **Skills**

- Language: Java, HTML, CSS, Java Script, Junit, Python, jQuery, PHP, R
- Database: MySQL, Raiser's Edge (Blackbaud Cloud DB), MyPOS, PostgreSQL
- Tools: GitHub, Microsoft Office365 (Excel, Word, Power Automate, SharePoint), Azure, Cisco Network

### **Employment History**

**Junior Software Developer Co-op**  
**Intricate – Halifax, NS**

**2021 Jan – April**

- Create and perform SQL database migration scripts.
- Use the Junit framework to create automated tests.
- Document the code at an appropriate level of detail.
- Create a code and query using Java, Spring and internal software.
- Fulfill web-based application using HTML, CSS, java, and JavaScript.
- Find a root issue and debug to maintain the company web infrastructure services.

**IT Specialist Intern**  
**Discovery Centre – Halifax, NS**

**2020 May – Dec**

- Install, configure, backup and provide general support of server, technology service.
- Troubleshoot as many users-reported issues as expertise permits available tools.
- Administration support and configuration of Microsoft Office for staffs.
- Fulfill database management (Export requested data, clean redundant and duplicate records from the database).
- Perform front-end designing using Adobe XD, HTML, CSS, and JavaScript for the company's homepage and other external projects.
- Create a web responsive site using web developing tools such as basic PHP and Semantic UI.

**Data Validate Associate  
Symcor – Halifax, NS**

**2019 Dec to 2020 May**

- Key multiple fields of data from images for GBS Business Channels/Customers and other Symcor applications.
- Maintained a high level of productivity based on the application productivity standards – measured in keystrokes per hour and varying by application discipline.
- Maintained a high level of accuracy in each application giving special attention to minimizing client impact errors.
- Delivered exceptional customer service through teamwork and quality commitments.
- Handled daily workflow to optimize utilization of GBS systems and applications.

**Extra- Curricular Experience**

**AWS Certified Cloud Practitioner**

**2021 – 2024**

- Obtained a certificate that lasts 3 years.

**Blue Thumb Project – Halifax, NS**

**2020 June – Sep**

- Collaborate with a diverse team of 5 students to build a website and understand how the card system works.
- Identified assignment requirements, then completed analysis, design, implementation, and testing.
- Successfully communicated the scope of the project by writing clear, accurate technical specifications and presenting the project summary for the clients.
- Website is available at <http://bluethumbtechnologies.herokuapp.com>

**STEM Fellowship Dalhousie VP of Internal Affairs**

**2020 Sep – Present**

- Communicate with members and designate tasks for general members.
- Prepare agendas and send out meeting notice upon request of the president.
- Keep minutes of all official meetings.

**The Navigator Sydney School of Entrepreneurship**

**2018 Mar – Sep**

- Provided an opportunity to build a Network between different Universities in a state of New South Wales.
- Selected as one of the students who represents University of Wollongong.
- Gained skills and knowledge of local startup ecosystems in NSW as useful information and tools to fulfill entrepreneurial aspiration.

## **References**

### **Kelly Robinson**

- Email: KRobinson@symcor.com
- Occupation: Human Resources Business Partner at (Symcor)

### **Linda Laurence**

- Email: llaurence@thediscoverycentre.ca
- Occupation: Director, Department of Human Resource at (The Discovery Centre)

### **Fergus Dearden**

- Email: fr201706@dal.ca
- Occupation: CEO at (BluePrint Loyalty Program)

### **Saipavan Suresh**

- Email: saipavan.s@gmail.com
- Occupation: Senior Software Developer at Intricate

## Academic Record - Yang, Minwoo (B00857279)

May 07, 2021 03:36 pm

### Degrees/Diplomas and Honours Awarded:

*This is NOT an official transcript.*

2019/2020 Winter	Course	Credit Hrs	Grade	Median Grade	Enrol
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#### Bachelor of Applied Comp Sci: Applied Computer Science

COMM		2991		Univ of Wollongong	03.0	TR		
CSCI		1101		Univ of Wollongong	03.0	TR		
CSCI		1170		Univ of Wollongong	03.0	TR		
CSCI		1991		Univ of Wollongong	03.0	TR		
CSCI		2690		Univ of Wollongong	03.0	TR		
CSCI		2991		Univ of Wollongong	03.0	TR		
CSCI		2992		Univ of Wollongong	03.0	TR		
CSCI	D	1801	1	Case Studies in Comp & Society	03.0	B+		
CSCI	D	2100	1	Comm Skills: Oral/Written	03.0	B+		
CSCI	D	2141	1	Intro to Database Systems	03.0	A+		

Undergraduate GPA: Term: 3.63 Cumulative: 3.63

Term disrupted by the COVID-19 pandemic.

See dal.ca/transcriptkey for information.

Not Assessed - Elig. to Return

*This is NOT an official transcript.*

2019/2020 Summer	Course	Credit Hrs	Grade	Median Grade	Enrol
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#### Bachelor of Applied Comp Sci: Applied Computer Science

CSCI	E	2112	1	Discrete Structures I	03.0	D Sen Dis Ac	C+	193
CSCI	E	2691	1	Introductory Project	03.0	A-	A-	51
CSCI	E	8890	1	Co-op Seminar	00.0	PASS		

Undergraduate GPA: Term: 2.35 Cumulative: 3.12

Senate Discipline Committee sanction for a period

of 6 months from November 12, 2020

to expire May 11, 2021

Not Assessed - Elig. to Return

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2020/2021 Fall	Course	Credit Hrs	Grade	Median Grade	Enrol
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**Bachelor of Computer Science: Co-operative Education in Computer Science**

CSCI	E	1800	1	Computing & Society in History	03.0	A		
CSCI	E	2110	1	Data Structures & Algorithms	03.0	A+		
CSCI	E	2134	1	Software Development	03.0	A		

Undergraduate GPA: Term: 4.10 Cumulative: 3.48

In Good Standing Dean's List

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2020/2021 Winter	Course	Credit Hrs	Grade	Median Grade	Enrol
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CSCI	E	3101	1	Soc/Ethi/Prof Issues in Csci	03.0	A		
CSCI	D	8791	2	Co-op I	01.0	B+		

Undergraduate GPA: Term: 3.82 Cumulative: 3.53

In Good Standing

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**GRADES NOT AVAILABLE**

**Course Credit Hrs**

**Current Program: 2020/2021 Winter**

**Bachelor of Computer Science: Co-operative Education in Computer Science**

2020/2021 Winter	CSCI	D	8781	2	Co-op Work Term	00.0
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**Current Program: 2020/2021 Summer**

**Bachelor of Computer Science: Co-operative Education in Computer Science**

2020/2021 Summer	CSCI	D	3130	1	Software Engineering	03.0
2020/2021 Summer	CSCI	D	3171	1	Network Computing	03.0
2020/2021 Summer	MATH	E	1000	A	Differential & Integral Calc I	03.0
2020/2021 Summer	MATH	E	1010	B	Differential & Integral CalcII	03.0
2020/2021 Summer	MATH	E	2060	B	Intro Probability & Statistics	03.0

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