

Don Joseph

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• <https://github.com/mtvdonpablo>

SUMMARY OF QUALIFICATIONS

- Proficient with data structures and algorithms using Python in Intro to Computer Science II.
- Self-taught **HTML** and **CSS** to build a portfolio website.
- Knowledge of the **Software Development Cycle** and experience with **User Acceptance Testing**
- Proficient in **debugging** and **maintaining** software systems
- Proven organizational **analysis** and **problem-solving** skills

EDUCATION

University of Waterloo, Waterloo, ON.

Candidate for Bachelor of Mathematics with experiential education certificate

2019-Present

Major in Information Technology Management

PROFESSIONAL EXPERIENCES

Jr. Systems Developer

May 2023–August 2023

Co-operators Group Limited, Regina, Saskatchewan

- Collaborated with business partners to gather requirements.
- Automated IBM Ingenium processes.
- Utilized C#, SQL, and libraries to design and build 3 robust and dependable automations.
- Worked in an agile framework leveraging DevOps and Bitbucket.

Robotic Process Automation Developer Intern

May 2022–December 2022

Co-operators Group Limited, Guelph, Ontario

- Managed the full Software Development Lifecycle: Design, Build, Unit Test, Peer Review and Production support.
- Developed a finance business process that returns 1040 staff hours per year to the business.
- Enhanced 15+ automation in support of production defects and requests from the business user.
- Contributed to saving 2294 staff hours and helped achieve the goal of saving 2760 staff hours in 2022.

Bookkeeper

March 2020–January 2021

Fusion Indian Cuisine, Guelph, Ontario

- Catalogued 5-8 invoices using QuickBooks weekly in preparation for taxes and budgeting.
- Verified 15-20 transactions weekly to check for errors or fraud.
- Oversaw accounts payable using QuickBooks to help produce an accurate balance sheet.
- Managed the payment of suppliers, ensuring timely and accurate payments.

Server

December 2018–January 2020

Fusion Indian Cuisine, Guelph, Ontario

- Greeted guests and provided excellent customer service to ensure guests enjoyed their meal.
- Served food, cleaned tables, and multitasked in a fast-paced environment.
- Handled cash and closed cash register, ensured an accurate cash float.
- Dealt with frustrated customers and made ethical decisions that benefited the company.

CERTIFICATION

- UiPath Advanced RPA Developer

December 2022