

Nancy Wong

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EXPERIENCE

Information Technology System Analyst Co-op

Toronto

Enbridge

May 2024 - August 2025

- Organized and facilitated triweekly presentation and monthly project management meetings for delivery team and project managers, maintaining timely communication.
- Designed and implemented the RTM-FRICEW mapping tool in Excel using macro programming to automate CMM test workshop scheduling—streamlining document retrieval from the ADO repository and eliminating manual search efforts.
- Built interactive dashboards in Power BI to track test case completion and uploaded metrics into qTest for enhanced visibility and reporting for management.
- Assisted in planning a Power Apps-based solution to streamline overtime scheduling and manage variable staffing for the emergency dispatch center, improving workforce efficiency and coverage reliability.

Application Developer Co-op

Toronto

CIBC

May 2022 - August 2022

- Conducted functionality tests and documented the results for development team use on Confluence, SQL Server, and Jenkins.
- Utilized Java to update code based on employer requirements and successfully tested the changes in DEV/DIT.
- Performed API developer testing using Postman, ensuring that the program functioned as expected.
- Utilized ServiceNow to create incident tickets and participated in Agile development cycles.

Communications manager

Toronto

North York Christian Community Church

May 2021 - July 2021

- Archived information given by the employer using excel and word, ensuring that the files were accurate and organized.
- Utilized Wix to redesign and update the employer's website weekly to ensure that the information is relevant and current.

Tutor

Toronto

Private Residence

December 2022 – December 2024

- Supervise a sixth-grade student to complete homework, and school assignments in French and English. Occasionally conducted on Google Meets.
- Subjects taught include: Math, English, French, Science and Coding in Python

EDUCATION

BASC, Electrical and Computer Engineering + PEY Coop

September 2020 - 2026

Engineering Business Minor and AI Certificate

- University of Toronto

ADDITIONAL INFORMATION

Skills

- Programming:** C++, C with Arduino, Java, JavaScript, HTML/CSS, Python, MATLAB, Verilog, Assembly, DAX, VBA (excel macros)
- Operating Systems:** Windows 10 and 11, Linux
- Productivity Suites:** Microsoft Suite, Google Drive, Google Meet, Confluence
- Database Management:** MS SQL Management Studio, Azure DevOps, qTest
- Development Tools:** GitHub, Jenkins, Eclipse, Visual Studio Code, NetBeans
- IT Service Management:** ServiceNow
- Visualization Tools:** Power Bi

Languages

- English (native), Cantonese (native), French (fluent), Mandarin (fluent)

Awards

- Dean's Merit Award with a value of \$2,000 (2020)
- Edward S Rogers Sr. Admission Scholarship (U of T) with a value of \$1000 (2020)

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VOLUNTEER EXPERIENCE

Volunteer Note-Taker

Toronto

University of Toronto, St. George Campus

September 2020 - Present

- Upload notes of first, second and third year courses for students that are registered in the accessibility service program.
- Ensure that all the notes are uploaded on time and in a clear and organized manner.

Media Maintenance and Audio Visual Technician

Toronto

North York Christian Community Church

September 2020 - Present

- Modify the NYCCC website and bulletin using Google Docs and Wix
- Performed trouble shooting as needed before, and during streams, ensuring that sound and video functioned correctly.

EXTRA CURRICULAR

Member, Women in Computer Science Ambassador Program

Toronto

Toronto Metropolitan University

October 2019 - February 2020

- Facilitate technical workshops at Toronto Metropolitan University on Python, Micro: Bit and MATLAB to teach students in elementary school an aspect of computer literacy and foster critical thinking about scientific issues.

Executive Member, Junior Achievement with BMO

Toronto

BMO

September 2018 - June 2019

- Worked with 20 to 25 other students to start a company to sell coasters.
- Participated in the sales and media team to organize and update photos on Instagram to promote the company, resulting in over 150 followers in two months.

PROJECT EXPERIENCE

Personal Projects

- Skittle Sorter: Designed and built a skittle sorter, programmed in C language
- Floppy Disk Music Box: Programmed a floppy disk music box in C language

University Projects

- **Programmed in C:**
 - Server and Client file transfer program using UDP sockets
 - Multi-party text conferencing application using UNIX TCP sockets
 - Boardgames: BlackJack, Battleship, Reversi
- **Programmed in C++:**
 - Google Maps - Collaborated with colleagues using GitHub, C++ on VS Code, and Glade Interface Designer to develop the user interface of an application similar to Google maps
 - Tic Tac Toe
- **Programmed in Verilog:**
 - Changing HEX display
 - Animation of a box on the VGA display
 - Designing an enhanced processor & implemented on FPGA board
- **Programmed in Assembly:**
 - Controlling HEX display, LED lights, pushbuttons, and switches
- **Programmed in Python:**
 - Animal guessing game
 - Tic Tac Toe

Interests

- Web Design: designing websites for my colleagues using Wix and starting to learn web design languages such as JavaScript and HTML
- Playing board games
- Badminton & Figure Skating
- Cooking & Baking