

# Nathaniel Ko

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## TECHNICAL SKILLS

- Microsoft Suite (Excel, Word, PowerPoint, Access)
- Various coding languages (Python, C++, SQL, JavaScript, HTML, VBA Scripting)
- Knowledge of PRINCE2 and Agile project management methodologies
- Experience with a UNIX/Linux environment and shell scripting

## PROFESSIONAL WORK EXPERIENCE

### **Project Control Officer – CGI**

May – Aug. 2016 & Sept. 2018 – Apr. 2019

- Conducted financial analytics for project budgeting
- Facilitated integration with JIRA and slack platforms
- Assisted with development of SDLC workflow
- Introduced workflow standards and documentation with the use of a digital Kanban board
- Aided in defining and tracking project milestones
- Organized meetings with project teams and stakeholders to sustain communication to track and coordinate project deadlines and requirements
- Identified and tracked project issues and risks
- Assisted project lead in improvement of project management practices

### **Infrastructure Management Assistant – Region of Waterloo**

Sept. – Dec. 2015

- Performed quality control on GIS data and associated Access database

### **Materials Lab Assistant – Region of Peel**

Sept. 2014 – Apr. 2015

- Conducted field tests to record quality metrics and communicate results and concerns with stakeholders

## EDUCATION

### **Diploma – Computer Programming and Analysis**

Seneca College

Jan 2021 – Jan 2024

### **Bachelor of Science – Honours Co-op Physics and Astronomy & Minor in Earth Science**

University of Waterloo

Sept. 2012 – Apr. 2018

## ADDITIONAL EXPERIENCE

### **Orientation Leader – University of Waterloo, Waterloo, ON.**

2016 & 2017

- Worked with a team of leaders to ensure a safe and fun environment for incoming first years

### **SCI-10 ESL Program Mentor – University of Waterloo, Waterloo, ON.**

2016 & 2017

- Assisted in verbal and written practice of English for Chinese exchange students