

Sharon Lee

3A Honours Mathematics Co-op
20425953
s274lee@uwaterloo.ca

Local Address

45 Helene Cres.
Waterloo, Ontario, N2L 5E6
(647) 294 – 6538 (cell)

Permanent Address

29 Nymark Ave.
Toronto, Ontario, M2J 2G8
(416) 493 – 6541

SUMMARY OF QUALIFICATIONS

- Recognized leadership, interpersonal and collaborative abilities
- Attentive to detail; driven to maintain productivity despite stressful conditions
- Strong ability to apply knowledge to solve problems and resolve conflicts
- Highly adaptive and flexible within different work environments
- Fluent in French, conversational ability in Cantonese and Mandarin

COMPUTER PROFICIENCY

- Extensive programming experience in Python, R
- Working programming experience in C, Bash, HTML, SQL, LaTeX, MATLAB, Scheme
- Functional knowledge and familiarity with Windows and Linux Terminal, Git, SQLite and Microsoft Access databases, Microsoft Word, Excel, PowerPoint, and E-Portfolio websites

EDUCATION

Candidate for Bachelor of Mathematics, Honours Mathematics, University of Waterloo, Waterloo, Ontario, Sept 2011 — Present

ATCL Diploma - Drama, Communication Skills, Trinity College London, London, England, June 2011

Ontario Secondary School Diploma, École secondaire Étienne-Brûlé, Toronto, Ontario, June 2011

WORK EXPERIENCE

Mathematics Teaching Assistant, University of Waterloo — Waterloo, Ontario, Jan. 2014 — Present

- Applies comprehensive knowledge and understanding to answer requests promptly and efficiently
- Holds weekly office hours and collaborative marking meetings

Bioinformatics Data Analyst, University Health Network Princess Margaret Hospital — Toronto, Ontario, May 2013 — Dec. 2013

- Independently developed an R bioinformatics package with GUI and text interface, maintained R processing pipelines
- Designed and created an SQLite database and a management pipeline to store large genomic data sets and processed results

- Performed statistical analysis, data processing, and filtering with Python, Bash, and R scripts
- Produced publication grade figures using genomic visualization methods

Instructional Technology Support Assistant, Humber Institute of Technology & Advanced Learning
— Toronto, Ontario, May 2012 — Aug. 2012

- Effectively troubleshoot issues and demonstrated solutions during scheduled appointments, drop-in sessions and phone calls
- Maintained productivity and attention to detail in demanding, fast-paced environments
- Assisted Microsoft Office, E-portfolio, and HTML workshops by giving tailored, individual demonstrations

VOLUNTEER EXPERIENCE

Pink Tie Math Orientation Leader, University of Waterloo, Waterloo, Ontario, Sept. 2013, Sept. 2012

- Organized, prepared and lead a week of educational and social events which took place in quick succession
- Successfully managed a group of over fifty first-year students with other leaders subject to emergency situations and last-minute plan changes
- Collaborated with others in small teams and with the entire leader structure

Student Activities Team Member - Wellness Subteam, St. Jerome's University, Waterloo, Ontario, Sept. 2012 — Apr. 2013

- Demonstrated leadership abilities by organizing and running educational events and outings for the residents of the university
- Worked productively with other team members, able to finish projects and events on short notice and deliver positive turnouts and results
- Attended weekly brainstorming, planning meetings and professional development workshops

Novelties Board Member, MathSoc Novelties Board, Waterloo, Ontario, Sept. 2011 — Dec. 2011

- Collectively sold \$1958 of MathSoc novelties in three days
- Reorganized inventory and maintained productivity throughout the term

AWARDS

- Term Dean's Honours List: Fall 2012, Fall 2011
- President's Entrance Scholarship based on academic merit, 2011
- Bronze Governor General's medal for highest class average, 2011

ACTIVITIES & INTERESTS

Archery Club Member, UW Archery Club, Waterloo, Ontario, Sept. 2011 - Present

- Finished 1st place for Women's Novice Category in Inter-University Archery Tournament 2013
- Finished 13th for Girls' Olympic Class in 2011 Ontario High School Archery Invitational Tournament