SARAH NEWMAN

Halifax, Nova Scotia

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Education

**Diploma in IT Programming**

NSCC Institute of Technology Campus, Halifax, Canada

Jan 2022 – Dec 2023 (Anticipated)

**BSc Geology & French Minor**

Saint Mary’s University, Halifax, Canada

Sept 2014 – Jan 2020

**Video Game Animation Associate Diploma**

Toronto Film School, Online

July 2019 – Completed one year of a two-year program

Work Experience

**Project Services Assistant**

Employment and Social Development Canada, Aug 2020 – Jan 2022

* Created, organized, and updated various documents in Word, Excel, and Adobe PDF
* Assisted in analyzing data to help with the success of a purchase order project
* Aided in translating various documents including guideline documents and request for proposal (RFP) requirements
* Updated and compiled financial budgets in MS Excel and AMS
* Assisted with the reviewing of staffing forecasting
* Converted financial quotes to MS Excel

**Bilingual Telephone Interviewer**

Statistics Canada, Feb 2016 – Aug 2020

* Aid in solving respondent’s problems/issues/concerns
* Collect data on computer software over the phone in business and social situations
* Employed professionalism to help solve respondents’ problems and concerns in both English and French

**Badminton Coach**

Self-Employed, Summer 2015 – 2017

* Developed, and ran a competitive badminton summer training camp alongside one other coach

Languages (*experience gained through various NSCC programs and self-study)*

**Java C++ HTML CSS**

**Python C# C PHP**

**MySQL MariaDB Linux**

Computer Skills

**GitHub**

* Created, uploaded to and maintained multiple GitHub repositories in various courses at NSCC

**JetBrains**

* Used numerous JetBrains IDEs (IntelliJ, Clion, Rider, PyCharm, DataGrip, PHPStorm, Android Studio) to write code through various courses at NSCC

**VMWare**

* Compile a functioning virtual machine in my Introduction to Windows Administration and Linux Operating Systems courses at NSCC

**MS Excel**

* Organizing project data and financial budgets for ESDC and compiling and analyzing geochemistry data throughout geology courses at Saint Mary’s University

**Autodesk**

* Used 3dsMax and Maya in my courses at Toronto Film School to model and animate game assets

**Unreal Engine 4**

* Assembled a functioning game environment through my Game Modeling 2 course at Toronto Film School

**Unity**

* Developed a 2D game during the Global Game Jam using Unity

**Adobe Creative Suite**

* Used numerous Adobe software (Photoshop, Illustrator, Substance Painter, Substance Designer, XD) through my modeling and texturing courses through Toronto Film School and Interface Design and Development through NSCC

Relevant Skills

**Ability to Work Independently and as a Team**

* Gained through individual and team sports trainings and competitions, and through various independent and team projects throughout university and college

**Project Management**

* Gained through my Project Management course and scheduling and completing independent projects for my diploma in IT Programming at NSCC

**Effective Bilingual Communication**

* Demonstrated through conducting surveys and managing the phone room for Statistics Canada and aiding in the translation of documents for ESDC

**Data Analysis**

* Collected, compiled, and analyzed data through various geology and science courses at Saint Mary’s University and University of Québec at Montréal

Achievements & Volunteer Experience

Participant of 2023 Global Game Jam Athlete at Canada Winter Games

*Feb 2023 Feb 2015 & 2019*

Winner of the Novonix ‘What’s your Volunteer Assistant Coach for various   
challenge’ NSCC Job Fair Event badminton programs

*Feb 2022 2015 – 2021*

Volunteer

Assistant Coach *2015 – 2021*

* Assist the head coach instruct athletes during drills and exercises, making sure they’re being executed properly