

# Shruti Kaur

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“Work Hard, Make It Happen”

## Personal Profile

A University of Saskatchewan undergraduate student who is enrolled in Bachelor of Science Double Honors in Computer Science and Statistics with an extended minor in Biological Research. Currently, as a Summer Student in the Operational Excellence team at Nutrien Corporate Office and a Quantum Computing Researcher at the QuanTA Center, I look for opportunities in the to merge my skills in a Business Risk Management field to assess current settings and making use of my data analytical skills to provide accurate forecasting and predictive results.

## Education

### University of Saskatchewan

Saskatchewan, Canada

Bachelor of Science in Computer Science and Statistics with Biological Research Certificate

Sept 2022 - 2026

- Undergraduate Quantum Computing Researcher
- Finance Manager in Computer Science Student Society)
- Pre-Law Society - Executive Position - Finance Officer
- University Chorus
- Teaching Assistant for Computer Science, Math and Biology

### YMCA of Hong Kong Christian College

Hong Kong

Hong Kong Diploma of Secondary Education

Sept 2016 - July 2022

- 2nd Place in Grade 10, 11 and 12
- President of the Student Ambassadors Team
- Head Librarian
- Editor-in-Chief of the Yearbook Team
- Mentoring Scheme - Mentor

## Work Experience

### Registration Services Office Assistant - International Admissions

Saskatoon, SK

Saskatchewan Polytechnic

September 2024 - Present

- Maintaining accurate student records
- Assessing and processing tuition and fees according to policy and procedures
- Register students through multiple mediums
- Use reports and other technical tools to communicate and make decisions based on the analysis and interpretation of data
- **Technical Skills:** Banner, Xtender, Agros, Tableau, Sharepoint, IELTS Inspira
- **Soft Skills:** Attentive to Details, Finance Accounting Accuracy

### Paragon Enterprise Test Centre Supervisor - IELTS and CELPIP

Saskatoon, SK

Saskatchewan Polytechnic

May 2023 - Present

- Supervising the test takers during their IELTS and CELPIP examinations
- Registering candidates into the exam venue and ensuring the identity of the candidates is accurate
- Reporting back to Paragon Enterprises for any misconducts
- Overseeing and Managing the Invigilator Team
- **Technical Skills:** Microsoft Excel, Microsoft Word, ConnectiPlus, CELPIP software
- **Soft Skills:** Attentive to Details, Time Management

### Summer Student Operational Excellence, Analytics and Insights

Saskatoon, SK

Nutrien Corporate Office

May 2024 - August 2024

- Working on suggesting possible suggestions on data mining, web scraping and artificial intelligence for Nutrien
- Doing data visualization on PowerBI and Tableau for the Data Science on Operations (DSO) Team
- Working on SharePoint website planning and development for contractors representation of mines
- **Technical Skills:** SageMaker, Python, C, Power BI, Tableau, Bloomberg, Geo Portal
- **Soft Skills:** Punctuality, Discipline, Communication, Understanding Perspectives, Meaningful Discussions

### Undergraduate Quantum Computing Researcher

Saskatoon, SK

University of Saskatchewan - Center for Quantum Topology and its Application (quanTA)

May 2024 - August 2024

- Dissecting the Bloch Sphere and the insides of the spinors
- Representing the mathematical perspectives of North and South Poles of the quantum bits
- Study of the applicability and efficacy of the Quantum Fourier transform
- **Technical Skills:** Maple, GeoGebra
- **Soft Skills:** Willingness to learn and consistent experimenting

## Office Manager

Saskatoon, SK

RE/MAX Saskatoon

May 2023 - August 2024

- Reviewing and Processing MLS Listings
- Keeping track of Listing Agents and Client Contacts on KV Core
- Handling the Supra Lockboxes
- Organizing all the Offer and Brokerage Contract into Google Drive and Evernote
- Using Immoviewer for 3D Virtual Tours
- Document and regularly report the status of ongoing projects, targets, assignments and milestones to management
- Using Microsoft Excel to keep track of sheets
- Work with Legal Assistant and the Conveyance Department
- Working on Canva to create newsletters, tent cards and binder covers
- **Technical Skills:** KV Core, Immoviewer, Evernote, Google Drive, Microsoft Suite, Canva, Adobe Account, MAX Centre, BombBomb, SRA Matrix, Authentisign, Homefield, Point2
- **Soft Skills:** Leadership, Patience, Organizational Skills, Verbal and Communication Skills

## Undergraduate Mathematics and Biology Researcher

Saskatoon, SK

Pacific Institute for the Mathematical Sciences (PIMS) Virtual Experimental Mathematics Lab (VXML)

January 2024 - April 2024

- Combinatorics and Knot Theory for RNA-DNA Complexes
- Making use 3-d lattice model of 3-stranded polymers under confinement
- Perform programming languages such as Python and C++
- **Technical Skills:** Jupyter, Python, Microsoft Powerpoint, Canva, Maple
- **Soft Skills:** Resilience, Perseverance

## Research Data Scientist Assistant

Saskatoon, SK

University of Saskatchewan Livestock and Forage Centre of Excellence

August 2023 - December 2023

- Working with a group of engineers in the Day In the Life Project to identify the usage of technology in the cattle industry
- Support the team by performing data analysis on the survey datasets with the help of the IBM SPSS Software
- Perform ANOVA Analysis, Independent and Dependent T-tests
- Investigated and had weekly discussion meetings on best visualization designs for visual materials (ie. posters and banners) for Conference in Regina
- **Technical Skills:** IBM SPSS, Excel, Microsoft Word
- **Soft Skills:** Constructive Feedback, Teamwork, Leadership, Willingness to Improve

## Undergraduate Mining Researcher

Saskatoon, SK

University of Saskatchewan College of Engineering

January 2023 - December 2023

- Researching on the Canadian company newsletters, local newspapers and other forms of documents or texts from 1774 to 1939 that refers to the coals and mines of Canada
- Perceive and analyse how the public used to perceive the mining industry
- Reading Mine Reports from Saskatchewan
- Surveying and Speaking with Tourism Bureaus across Canada
- **Technical Skills:** Google Archives, Microsoft Word, Google Drive, Report Writing, Data Entry
- **Soft Skills:** Verbal and Written Communication, Time-management, Organizations, Critical Thinking, Planning and Scheduling

## Math Student Assistant

Saskatoon, SK

University of Saskatchewan Department of Mathematics

May 2023 - June 2023 (1 Month Contract)

- Preparing for Lecture Notes Math 176 and Math 177
- Using LaTeX to create all the Notes
- Making Use of the TikzPicture Package
- **Technical Skills:** TikzPicture, PgfPlots, TableofContents, Cventry

## English, French and Math Teacher

Saskatoon, SK

Oxford Learning Institute

October 2022 - October 2023

- Provide individual support and small class teaching to improve students' academic skills and study habits as well
- Offer zoom sessions and record down the progress of the student's work in a centralized software
- **Technical Skills:** Google Calendar, Microsoft Word, Google Drive, Hardware Basic Technicalities
- **Soft Skills:** Leadership, Communication, Teamwork, Multi-tasking, Punctuality, Resilience

## English Teacher

Hong Kong

Kids Studio Hong Kong Limited

June 2022 - September 2022

- Taught children including pre-schoolers, kindergarden, KET, Movers, Flyers, GESE 1, GESE 2 and primary school students
- Taught older senior high school students as well as IELTS, TOEFL and Cambridge Exam Test Takers
- Used Google Calendar and Google Drive to record classroom materials and students' progresses
- **Technical Skills:** Google Calendar, Microsoft Word, Google Drive, Canva, Hardware Basic Technicalities
- **Soft Skills:** Social Skills, Dedication, Patience and Perseverance, Enthusiastic and Engaging, Active and Passionate about Teaching

## Online Software Engineer

Hong Kong

InvestIN Organization

May 2020

- One-week immersive experience to dive into the software engineering industry and learnt about the lives of a full-stack developer.
- Tried different scenarios to experience and break into the minds of our consumers
- Made use of the new found knowledge to develop the front-end of our application and created layouts with HTML, CSS and JavaScript
- **Technical Skills:** Python with PyCharm, C, Unity, LaRex, Numpy, Matplotlib, Pandas, GitHub, HTML, CSS, JavaScript
- **Soft Skills:** Teamwork, Time Management, Strong Communication, Presentation Skills, Planning and Implementation.

## Self-Studied Courses

<b>The Complete 2024 Web Development Bootcamp</b>		Udemy
Udemy Learning		In-Progress
<ul style="list-style-type: none"> <li>Built web development projects with Javascript, React, Node and even Web3 development</li> <li>Worked with Application Programming Interfaces (APIs)</li> </ul>		
<b>Bloomberg Market Concepts</b>		Bloomberg
Bloomberg for Education		May 2024
<ul style="list-style-type: none"> <li>Understanding the financial markets with a in-depth financial knowledge</li> <li>Explored mechanics of current market industries</li> <li>Gaining knowledge on ownership, equity and stock option market</li> </ul>		
<b>Starting Your Career as a Financial Analyst</b>		LinkedIn
LinkedIn Learning		May 2024
<ul style="list-style-type: none"> <li>Insights gained from financial analyst</li> <li>Exploring the roles and responsibilities of a financial analyst</li> </ul>		
<b>The Ultimate SQL BootCamp: Go From SQL Beginner to Expert</b>		Udemy
Udemy Learning		April 2023
<ul style="list-style-type: none"> <li>Mastering MySQL 8 Window Functions (LEAD, LAG, RANK)</li> <li>Write complex SQL join queries across multiple tables</li> </ul>		
<b>Financial Technology (FinTech) Innovation Specialization</b>		Coursera
University of Michigan		August 2023
<ul style="list-style-type: none"> <li>The Future of Payment Methods</li> <li>Raising Capital: Credit Tech, Coin Offerings, and Crowdfunding</li> <li>Innovations in Investment Technology: Artificial Intelligence</li> </ul>		
<b>Microsoft Excel: Business Intelligence with Power Query and DAX</b>		Udemy
Udemy Learning		April 2023
<ul style="list-style-type: none"> <li>Using Power Query, Power Pivot and DAX in Excel</li> <li>Introduction to Power Excel</li> </ul>		

Skills

Programming	Python (Pandas, PyTorch, NumPy, Scikit-learn. etc.), Java, HTML, SQL, Unity, GitHub, Image Scanning with PyTorch, Web Development
Miscellaneous	LaTeX(Overleaf/R Markdown), PhotoShop, Microsoft Office, GitHub, Knitting and Crocheting, Swimming (Freestyle and Backstroke), SPSS, Data Analytics
Soft Skills	Time Management, Teamwork, Problem-solving, Documentation, Engaging Presentation.
Financial	QuickBooks, Sage 50, Xero, KashFlow

Achievements

2024	<b>Mathematical Undergraduate Student Research Award</b> , Summer Scholarship - Intern	University of Saskatchewan
2024	<b>Dean’s Honor Roll 2022-2023</b> , Honor	University of Saskatchewan
2023	<b>Statistics/ Data Analysis in SPSS: Inferential Statistics</b> , Certification	Udemy
2023	<b>Research Conference</b> , SURE 2023 Summer Symposium	University of Saskatchewan
2023	<b>Awardee</b> , Richard Blum Mathematical Scholarship Award	Canada
2023	<b>1st place</b> , University of Saskatchewan Programming Contest	Canada
2022	<b>Best Project Award</b> , Hong Kong University Certificate of Excellence Best Project Award in International Symposium in Financial Technology	Hong Kong
2020-2021	<b>Harmony Scholarship</b> , Good Service as the President of the Student Ambassadors Team	Hong Kong
2016-2022	<b>1st Place</b> , Hong Kong Schools Music and Speech Association Hong Kong Schools Speech Festival in Public Speaking Solo	Hong Kong
2022	<b>Top Performer</b> , YHKCC Information, Communication and Technology	Hong Kong
2022	<b>HKUST Scholarship</b> , Beyond Academic Achievement Scholarship in Hong Kong University of Science and Technology	Hong Kong

Languages

<b>English</b>	Native proficiency
<b>French</b>	Professional proficiency - Bilingual
<b>Chinese (Cantonese)</b>	Elementary proficiency

**References available upon request.**