

Simon Truong

(403)-703-5711 | simontruong2002@gmail.com

Education

Mount Royal University

GPA: 3.5 / 4.00

Bachelor of Computer Information Systems

Expected Graduation: December 2024

Relevant Skills: (*Front-End*): HTML, CSS, Javascript, React

(*Back-End*): Python, PowerShell, SQL

Work Experience

- **Digital Integration Co-op Student 360 Energy Liability Management May 2023 - Sept 2023**
 - Conducted thorough research to migrate over 100 profiles onto the organization's Azure Active Directory (AzureAD), ensuring compliance and enhancing security measures.
 - Developed efficient PowerShell scripts to automate the standardization of file structures for clients, optimizing workflow processes.
 - Played a key role in establishing the IT infrastructure as one of the initial two members of the IT team, actively contributing to strategic planning for future infrastructure enhancements.
 - Led the migration of an office's on-premise domain from a Windows 2012 server to AzureAD, facilitating a smooth transition to a cloud-based environment during the server shutdown process.
 - Provided outstanding IT support through the help desk, ensuring seamless technology operations for over 300 employees.
 - Effectively managed onboarding and offboarding processes on the Azure platform, contributing to streamlined team transitions.
 - Executed the relocation of a drive from the Windows 2012 server to a Synology NAS, establishing a mirror backup for a reliable network drive and ensuring seamless data movement.
 - Documented comprehensive guidelines for future full-time employees and co-op students joining the IT team, streamlining the onboarding process and enhancing the effectiveness of training.