Tom Robertson

Skills

- Strong background in C++, C, Python, Javascript and Matlab
- Working knowledge in SQL, HTML/CSS, Verilog, Shell Scripts, MIPS assembly and VBA
- Proven ability in GCDOCS, Microsoft Office, Photoshop, SAP, Sharepoint, Unix, Windows, Git & GDB
- Developed ability to accurately evaluate early-stage companies and industries by working as an analyst for Laurier Startup Fund and running a startup
- Showed exceptional problem solving/critical thinking skills while regularly making critical strategic decisions with thousands of dollars at stake at General Motors
- Gained outstanding written and verbal communication skills while working with other companies in Supply Chain Supervisor and Marketing Coordinator roles, interacting with clients in IT Analyst role as well as during 6 years of customer service
- Demonstrated outstanding multi-tasking and organizational abilities by balancing working towards two undergraduate degrees with running a start-up as well as consistent part and full-time work

Education

Wilfrid Laurier University, Waterloo, Ontario   **2012 – 2017**
*Honours Bachelor of **Business Administration**, Entrepreneurship Option*

University of Waterloo, Waterloo, Ontario   **2012 – 2017**
*Honours Bachelor of **Computer Science***

Work Experience

Laurier Startup Fund, Waterloo, ON   **April 2017 – July 2017**
Analyst

- Successfully recommended a $25 000 investment in Chalk.com to investment committee
- Evaluated new investment opportunities and conducted thorough due diligence processes
- Conducted industry and company-specific research by combining public and private information
- Performed financial analysis using comparable company analysis and understanding of the company's operation

Leadme Lead Capture, Waterloo, ON   **Sept 2016 – Present**
Founder/Business Relations/Developer

- Conducted ~40 interviews with salespeople, marketers and event attendees in order to completely understand customer needs and design a product that meets them
- Did extensive secondary research in order to understand the industry and sales channels
- Developed a smartwatch app using C and the Pebble IDE that can recognize handshakes, take voice notes and interact with the Leadme phone app via Bluetooth
- Built a custom low-cost smartwatch using an Adafruit trinket and Arduino Processing
- Co-developed a mobile application that displays profiles and connections and records new connections via a Bluetooth connection with the smartwatch

SIGMA Development, Waterloo, ON   **Sept 2016 – Present**
Founder/Developer
- Contributed to Cents, a Laravel-based web application designed for Laurier's MLSB organization that provides online transactions for group payment scenarios through an integration with Stripe
- Created proposal for a tea-light assembly machine using an Arduino, conveyors and CNC injection molds for The Wicked Bee

Federal Economic Development Agency, Waterloo, ON   **Sept - Dec 2015**
IT Analyst
- Utilized Excel including VBA and pivot tables to track and analyze client requests
- Used Outlook to efficiently manage three inboxes receiving ~50 emails per day
- Maintained hardware and software inventory across four offices using database software
- Advised and trained staff and executives on new IT equipment
- Diagnosed IT related problems on a variety of hardware and either resolved or escalated

General Motors, Ingersoll, ON   **Jan - April 2015**
Global Supply Chain Supervisor
- Supervised a team of 27 adults responsible for supplying half of the assembly plant with parts
- Regularly made critical strategic decisions in order to ensure the assembly line always had parts on time and caused no avoidable downtime
- Communicated with trucking companies to ensure trucks arrive on time with correct parts
- Coordinated the timely unloading of 21 trailer docks into stock areas while sequencing parts

Pathways Educational Services, Kitchener, ON   **Jan - April 2014**
Business Development and Marketing Coordinator
- Developed and implemented the marketing plan for the tutoring branch of the company
- Conducted market research to determine neighbourhoods with targeted demographics
- Designed and implemented a new website
- Used Photoshop to design advertisements, communicated with outside companies to implement
- Increased social media followers using content calendars and increased website traffic through SEO

Part-Time Work Experience

Ford Motor Company, Brampton, ON   **2012 - 2014, Sept - Dec 2014, Jan 2017 – April 2017**

The Zone Hockey Training Centre Waterloo, ON   **May 2015 – Jan 2015**

Weston Foods, Kitchener, ON   **April - August 2014**

Shoppers Drug Mart, Cambridge, ON   **March 2010 – November 2013**

Cambridge Public Libraries, Cambridge, ON   **March 2008 – Sept 2011**

eBay Store Owner, Cambridge, ON   **May 2007 – March 2010**

- Successfully bought second hand merchandise and resold through eBay, earning up to $1000/month in supplementary income