

Tony Shen

Honours Electrical and Computer Engineering | Term 2A

linkedin.com/in/tonyshen82
t48shen@edu.uwaterloo.ca
tonisco82.github.io
437-982-4226

Skills

SOFTWARE

C++ | Python | Java | Eclipse | HTML | CSS | Blue Prism
Windows OS | Microsoft Office Suite

HARDWARE

Computer Building | Circuitry | Soldering

Summary of Qualifications

TEAMWORK | COMMUNICATION

- Project manager, led multiple teams, vendor mgt.
- Customer service job, working in large team of ~15
- Playing in music groups, section leader/principal

TIME MANAGEMENT | ORGANIZATION

- Maintained project timelines, documented process
- Balancing extracurriculars, job, school, multitasker
- Wide involvement, cello, badminton, work, OPHB

INDEPENDENT WORK | SELF-DRIVEN

- Self-taught C++, Python, online research/resources
- Very quick learner, through building on similar concepts
- Excellent academics, honour roll, strong work ethic

Projects

OPERATIONAL DATABASE (C++)

- Programmed database, input from user and .csv file, output to file, user friendly, debugging errors
- Program has functions for sorting, finding statistics
- Part of self-teaching, done within first week of C++

PERSONAL WEBSITE (HTML, CSS)

- Simple website w/ portfolio, taught self web design

Experience

ACCESS/MONITORING & SUPPORT ANALYST

TD BANK

SEP 2019 - DEC 2019

- Innovative Automation (IA) team, rapidly growing
- Used Blue Prism (RPA) to manage digital workers, used for the automation of various business processes
- Communicated with lines of business for each project (Credit Cards, Insurance, Wealth, etc.) to better understand business implications of automation
- Created and maintained schedules for processes to run during specific hours/days, based on business need
- Worked with developers and testers to investigate issues impacting digital workers in the production environment
- Established password reset processes for digital workers, began logging all resets for security purposes
- Performed root cause analysis to lower the number of resets required by 19% in a month
- Managed documentation for team/projects: Gantt charts, project status dashboards, digital worker/EPID status lookup tables
- Communicated through SharePoint, JIRA, Office, Teams

INFORMATION SECURITY ANALYST

HOME TRUST COMPANY

JAN 2019 - APR 2019

- Project lead for Crowdsourced AI project, coordinated legal, compliance, ERM, InfoSec, BI, and data warehouse teams as project manager
- Project documentation: SOW, risk assessment, etc.
- Performed monthly role owner attestations
- Increased company-wide employee cybersecurity awareness by 24% over first month
- Created monthly security summary with KPIs for executives, showing trends, outliers, conclusions
- Compiled security advisory/update report daily
- Excel data analysis (vlookup, pivot tables, etc.) to remediate/organize poor data
- Managed employee access through ServiceNow

TEAM MEMBER

TIM HORTONS

AUG 2017 - AUG 2018

- Interacted with customers as both a cashier and drive-thru operator, built communication skills
- Worked alongside a team of ~15 preparing food, drinks, and maintain cleanliness, good teamwork
- Kept drive-thru timer under company standard 20 seconds during morning rush hour each week

Education

UNIVERSITY OF WATERLOO

SEP 2018 - PRESENT

- Candidate for Bachelor of Applied Science 2023 - Electrical and Computer Engineering - Term 2A
- Materials Chemistry, Numerical Methods, Advanced Calculus, Digital Computers, Electronic Circuits, Algorithms & Data Structures

MARKHAM DISTRICT HS

SEP 2014 - JUN 2018

- Advanced Placement, Gifted Program, Honour Roll

Extracurriculars

WATLOCK DESIGN TEAM

OCT 2018 - APR 2019

- Business/Finances team, wrote funding proposals for UWaterloo faculties, company sponsors
- Helped with department funding pitches

ON. PROVINCIAL HONOUR BAND

OCT 2017 - NOV 2017

- Principal Bass Clarinet, rehearsed + performed w/ ~100 musicians over one week, under conductor

MDHS MUSIC PROGRAM

SEP 2014 - JUN 2018

- Spent 5+ hrs/week rehearsing: Wind Symphony (section leader), Jazz Band, Clarinet Quartet
- Taught music, set up rehearsals, organized section

Awards

COLLEGE BOARD AP EXAMS

MAY 2017 - MAY 2018

- Achieved Level 4: AP Physics 1, AP Calculus AB

UWATERLOO MATH CONTESTS

DEC 2016 - APR 2018

- Placed top 25% of contestants: Euclid, Galois, Cayley, and Canadian Intermediate Math Contests