

# Tyler Chen

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## Summary of Qualifications

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- Hard Skills: HTML, CSS, JavaScript, Python, VBA, Microsoft Office Suite
- Soft Skills: Project management, design methodology, communication, adept learner

## Experience

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### Top Notch Tutoring

*Jun. 2018 - Aug. 2018*

#### TUTOR | OPERATIONS ASSISTANT

- Tutored and oversaw academic progression of clients by leading lessons and generating individualized assessments
- Applied accounting practices, such as the management of invoices and receipts, to ensure the accurate upkeep of financial records
- Coordinated marketing initiatives such as contacting partners and media outlets, as well as designed business cards and banners
- Performed administrative duties such as the organization of documents and data entry

## Projects

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### StarterHacks 2019 - QuickSense

#### HTML, CSS

- Designed the website used to pitch QuickSense, a device that uses machine learning and object recognition to assist the visually impaired in retrieving essential items

### Personal Portfolio Site

#### HTML, CSS, JAVASCRIPT

- Built a responsive website designed to showcase my projects

### Project Management Tool

#### VBA SCRIPTS, MACROS

- Built a decision support tool aimed to assist managers with scheduling and executing team projects, as well as facilitate the monitoring of task progression

### Budget Boxhead

#### PYTHON

- Created a 2D shooter game using Python and the Pygame library
- Implemented various Object-Oriented Programming fundamentals such as designing each sprite class with differing methods

## Extracurricular Activities

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### Waterloo Formula Electric - Operations Sub-Team

*Sep. 2018 - present*

#### OPERATIONS MEMBER

- Coordinated marketing initiatives and designed promotional materials
- Maintained team website, updating relevant sections when necessary

## Education

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### University of Waterloo | Honours Management Engineering

B.ASC CANDIDATE, 2018 - 2023