

# Tyler Chen

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## Summary of Qualifications

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- **Languages:** HTML, CSS, JavaScript, Java, Python, VBA, LaTeX
- **Tools/Libraries:** React.js, Bootstrap, Microsoft Office

## Experience

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### Top Notch Tutoring

*Jun. 2018 - Aug. 2018*

OPERATIONS ASSISTANT | TUTOR

- 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
- Tutored and oversaw academic progression of clients by leading lessons and generating individualized assessments

## Projects

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### StarterHacks 2019 - QuickSense

HTML, CSS, JAVASCRIPT, BOOTSTRAP

- 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, BOOTSTRAP

- 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*

PROJECT MANAGER | OPERATIONS MEMBER

- Provided planning and logistical support to manage projects initiated by the Electrical sub-team
- Managed team website, providing maintenance and updating relevant sections when necessary

## Education

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### University of Waterloo | Honours Management Engineering

*GPA: 84.16*

B.ASC CANDIDATE, 2018 - 2023