

Tyler Chen

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Summary of Qualifications

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

Experience

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

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

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

University of Waterloo | Honours Management Engineering

B.ASC CANDIDATE, 2018 - 2023