# **Calypso Computer**

Halifax, NS email@dal.ca (123) 555-8256

#### **EDUCATION**

# **Bachelor of Applied Computer Science (BACS)**

2019

Dalhousie University, Halifax, NS

• Relevant Courses: Social, Ethical and Professional Issues in Computer Sciences, Principles of Programming Languages, Designing User Interfaces, Matrix Theory & Linear Algebra

#### **HIGHLIGHT OF SKILLS**

### KNOWN SOFTWARE

- IDEs
  - Eclipse / Intellij,
  - o Atom
  - Visual Studios
- Software:
  - o MAMP
  - Oracle VirtualBox
  - Docker
  - o Microsoft SQL Server

### TECHNICAL

### Proficient with:

- Java, Spring Boot, HTML / CSS,
- Thymeleaf, PHP,
- T-SQL, Visual Basic, ASP
- MySQL, Concourse and Bash

#### **PERSONAL**

- Able to quickly adapt to new situations and embraces change
- · Excellent oral presentation skills, confident, prepared and engaged
- Comfortable working both individually and in various sized groups
- Excellent leadership skills and able to prioritize effectively for the success of the team

### **CO-OP EXPERIENCE**

# **Software Systems Developer**

09/2018-12/2018

Department of Provincial Priority, Halifax, NS

- Researched alternatives for ElasticSearch's X-Pack security software. Reported on the difficulties and advantages of switching to Search Guard
- Created a Thymeleaf web application using Maven, Spring Boot, and Bootstrap to make HTTP requests with ElasticSearch's Security API and to edit YML settings
- Constructed a research report on Hadoop's analytic capabilities without ElasticSearch

Calypso Computer

Pg. 2

### **Software Engineer (Customer Service Systems)**

01/2017-07/2017

Intel Corporation, Toronto, ON

- Developed and implemented new feedback system for users concerns, bugs, and defect tracking regarding use and functionality of new interfaces
- Coded web designed interfaces using Java, XML, XSL, AJAX, and JWS
- Wrote bi-monthly progress reports and participated in weekly meetings
- Code and support provided through ASP.NET, T-SQL, Microsoft SQL Server, and Oracle 9i

### **Data Analyst**

09/2016-12/2016

Lake City Industries, Halifax, NS

- Interpreted data from primary and secondary sources using statistical techniques and provide ongoing reports
- Performed daily data queries Xand prepared reports on daily, weekly, monthly, and quarterly basis
- Managed end-to-end process for updating and verifying special orders data and analyzed inventory usage reports to avoid backordering

#### RELEVANT ACADEMIC PROJECTS

**Project:** Optimum Wordlengths for Multiplier and Adder

Fall 2018

Class: High Speed Arithmetic

- Analyzed number of gates for the multiplier and adder and found optimum wordlength to minimize the number of gate satisfying given performance
- Project resulted in a 95% mark

**Project:** Data Wordlength Reduction for Low-Power DSP Software Spring 2017 **Class:** Embedded Software Systems

- Analyzed number of transition in the digital signal processing blocks for portable devices and reduced wordlength for low power consumption at the software level
- Led a team of four students; delegated workloads, listened to concerns and ideas and offered suggestions

### **EXTRA CURRICULAR ACTIVITIES**

| President, Dalhousie Computer Science Society        | 2018 |
|--|------|
| Lead Student Ambassador, Faculty of Computer Science | 2017 |
| Co-Captain, Intramural Soccer                        | 2016 |
| Planning Committee, DalLead Conference               | 2016 |



Academic Advising and Career Services





# **Action Statements**

If you were face-to-face with an employer right now, what would you say? What skills and knowledge would you highlight? To capture your experiences and accomplishments on your résumé (and to stand out!) use **ACTION STATEMENTS**.

### Tips:

- Quantify whenever possible, it adds perspective.
- Results are PROOF that you are effective.
- Avoid language such as "duties included" or "responsibilities were"; the employer wants to hear how and what YOU did
- Ask yourself, "What is the employer looking for in an ideal candidate?" and "How can I demonstrate that?"

**Action verb** 



WHAT you did and HOW or WHY



**RESULT** 

| Ineffective Action Statement |  | Effective Action Statement |   |  |
|------------------------------|--|----------------------------|---|--|
| •                            | Responsible for filling outside orders |                            | Processed corporate customer's orders in excess of twenty thousand dollars while ensuring high customer satisfaction levels were maintained   |  |
| •                            | Started a new program.                 | •                          | Created and implemented a new youth mentoring program by assessing the needs of youth in the community through one-on-one interviews and focus groups which resulted in 80% participation of local high school students |  |

### **Examples:**

- Provided excellent customer service: assessed client's needs, suggested products and always followed up.
- Performed study on agency effectiveness by interviewing staff and reviewing case court documents; recommended changes to manager were implemented.
- Collaborated with 12 peers to create and implement a recycling program: resulted in a reduction of paper consumption by 50%
- Resolved 25 client calls per day by responding to inquiries on various financial accounts resulting in improved client relations and decreased client complaints
- Researched and determined status of un-cashed checks and created a system to help track future unclaimed obligations which resulted in the initial savings of \$184,000 and \$20,000 annually
- Supervised and counselled 80 students on various issues from academic difficulties to peer pressure while observing strict confidentiality at all times
- Developed an application to replicate tables between databases providing the client with more power in function and flexibility throughout platforms using C and ESQL on a UNIX platform

| ACTION VERBS               |                         |                 |                  |  |  |  |  |
|----------------------------|-------------------------|-----------------|------------------|--|--|--|--|
| Management<br>skills       | Communication<br>Skills | Research Skills | Technical Skills |  |  |  |  |
| Administered               | Addressed               | Analyzed        | Adapted          |  |  |  |  |
| Analyzed                   | Arbitrated              | Clarified       | Applied          |  |  |  |  |
| Assigned                   | Arranged                | Collected       | Assembled        |  |  |  |  |
| Attained                   | Authored                | Compared        | Built            |  |  |  |  |
| Chaired                    | Collaborated            | Conducted       | Calculated       |  |  |  |  |
| Coordinated                | Corresponded            | Critiqued       | Computed         |  |  |  |  |
| Delegated                  | Developed               | Detected        | Constructed      |  |  |  |  |
| Developed                  | Directed                | Determined      | Converted        |  |  |  |  |
| Directed                   | Drafted                 | Diagnosed       | Debugged         |  |  |  |  |
| Evaluated                  | Edited                  | valuated        | Designed         |  |  |  |  |
| Improved                   | Enlisted                | Examined        | Determined       |  |  |  |  |
| Increased                  | Formulated              | Experimented    | Developed        |  |  |  |  |
| Initiated                  | Influenced              | Explored        | Engineered       |  |  |  |  |
| Integrated                 | Interpreted             | Extracted       | Fabricated       |  |  |  |  |
| Organized                  | Lectured                | Formulated      | Fortified        |  |  |  |  |
| Oversaw                    | Mediated                | Gathered        | Installed        |  |  |  |  |
| Planned                    | Moderated               | Inspected       | Maintained       |  |  |  |  |
| Prioritized                | Negotiated              | Interviewed     | Operated         |  |  |  |  |
| Produced                   | Persuaded               | Invented        | Overhauled       |  |  |  |  |
| Recommended                | Promoted                | Investigated    | Printed          |  |  |  |  |
| Reviewed                   | Publicized              | Located         | Programmed       |  |  |  |  |
| Scheduled                  | Reconciled              | Measured        | Rectified        |  |  |  |  |
| Supervised                 | Recruited               | Organized       | Regulated        |  |  |  |  |
| Teaching/Helping<br>Skills | Financial Skills        | Creative Skills | Clerical Skills  |  |  |  |  |
| Adapted                    | Administered            | Acted           | Approved         |  |  |  |  |
| Advised                    | Adjusted                | Conceptualized  | Arranged         |  |  |  |  |
| Assessed                   | Allocated               | Created         | Catalogued       |  |  |  |  |
| Clarified                  | Analyzed                | Customized      | Classified       |  |  |  |  |
| Coached                    | Appraised               | Designed        | Collected        |  |  |  |  |
| Communicated               | Assessed                | Developed       | Compiled         |  |  |  |  |
| Coordinated                | Audited                 | Directed        | Dispatched       |  |  |  |  |
| Counseled                  | Balanced                | Established     | Generated        |  |  |  |  |
| Demonstrated               | Budgeted                | Fashioned       | Implemented      |  |  |  |  |
| Educated                   | Calculated              | Founded         | Inspected        |  |  |  |  |
| Enabled                    | Computed                | Illustrated     | Monitored        |  |  |  |  |
| Encouraged                 | Conserved               | Initiated       | Operated         |  |  |  |  |
| Evaluated                  | Corrected               | Integrated      | Organized        |  |  |  |  |
| Explained                  | Determined              | Introduced      | Prepared         |  |  |  |  |
| Facilitated                | Developed               | Invented        | Processed        |  |  |  |  |
| Guided                     | Estimated               | Performed       | Purchased        |  |  |  |  |
| Informed                   | Forecasted              | Planned         | Recorded         |  |  |  |  |
| Instructed                 | Managed                 | Shaped          | Retrieved        |  |  |  |  |
| Trained                    |                         |                 | Screened         |  |  |  |  |



