

Matthew Young

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Summary of Qualifications

- Adaptable, open-minded, and motivated individual, proven through experiences as a project coordinator and business analyst by understanding what works best for co-workers, clients, and the company
- Proficient in problem-solving and analytical thinking versatility; demonstrated through a detail-oriented work ethic gained from executive and volunteer experiences as an events manager
- Excellent communication and collaboration skills; able to work under pressure and manage multiple situations simultaneously gained from working with numerous teams at FedDev & BlackBerry
- Developed core competencies in areas of client relationship management, financial analysis and environmental assessments working under the business development team at FedDev
- Experienced in leading bilateral meetings to implement strategic visions for an organization

Work Experience

Federal Economic Development Agency for Southern Ontario

Waterloo, ON

Business Development and Support Analyst (Co-op)

May 2021 – Present

- Streamlined multiple applications for funding programs that range from \$250K to \$10 million per project by completing assessments such as Financial Analysis and Cost-Benefit Analysis
- Demonstrated organization skills by drafting and updating 10+ project reports using Microsoft Excel
- Integrated a Forecast Analysis into their financial assessment to determine future financial ratios

BlackBerry Limited

Waterloo, ON

Project Coordinator (Co-op)

January 2020 – April 2020

- Thrived in an agile, deadline-driven environment by managing up to 4+ projects
- Improved workflow by 50% by applying Microsoft Excel macros and functions in SmartSheet
- Displayed excellent time management and collaboration skills by creating 10+ PowerPoints and project pages before specific deadlines

Volunteer Experience

Waterloo Environment and Business Society – University of Waterloo

Waterloo, ON

VP of External Affairs

July 2021 – Present

- Liaised with stakeholders across the Faculty of Environment to provide a better experience for students
- Coordinated with VP of Projects to lead internal/external events and assigned tasks to executives

Hong Kong Student Association – University of Waterloo

Waterloo, ON

Director of Events Planning

December 2020 – Present

- Presented pivotal responsibility and communication skills by leading a team of 8+ event planners while conveying event ideas with executive members through weekly meetings
- Utilized efficient marketing strategies to increase average event participation to 50+ compared to participation in previous terms

Education

Faculty of Environment, University of Waterloo

Waterloo, ON

Candidate for Bachelor of Environmental Studies: Environment and Business

Graduation: June 2023