

JIM HALPERT

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HIGHLIGHTS OF QUALIFICATIONS

- Currently enrolled in level 4 of the 4-year Chemical Engineering co-op program at McMaster University
- Strong project management skills as a member of the Global Engineer Conference schedule team
- Accurate data analysis and documentation skills developed while conducting various labs
- Strong teamwork and interpersonal skills gained through collaborative work, extracurricular experiences and group projects

EDUCATION

Bachelor of Chemical Engineering

Sept 2018 – April 2024

McMaster University

- Achieved a cumulative grade-point average of 3.9/4.0 across all completed semesters
- Awarded the McMaster President's Awards entrance scholarship (\$2500) for a final admission average of over 95%

Chemical Plant Design & Simulation Capstone

- Scaled up chemical process from laboratory to manufacturing scale to produce 10,000 tonnes of polymer resin
- Designed a process & instrumentation diagram and assisted in calculating the capital expenditure of the chemical plant using Microsoft Excel

EXPERIENCE

Makerspace Assistant Co-op

May – August 2021

McMaster University, Hamilton ON

- Supervised an experimental learning space that can fit up to 50 people
- Developed detailed safety training videos and standard operating procedures for a 3D printer, drill press, laser cutter, and a CNC milling machine
- Developed weekly oral and written reports for the supervisor and senior management regarding the day and use of the Makerspace
- Effectively trained over 60 students on the use of all the equipment within the Makerspace
- Delivered multiple equipment recommendations to a committee of 4 people based on user demand while working under a budget of \$10,000

EXPERIENCE CONT.

Environmental Coordinator Co-op

May – August 2020

Canadian Tire Corporation, Brampton ON

- Coordinated Environmental Management System activities and performed audits to maintain ISO14001 declaration for multiple facilities
- Utilized Excel to analyze waste audit data and completed audit reports for 3 distribution centres
- Demonstrated strong problem solving and analytical skills by creating Excel spreadsheets to develop and track data for analysis on waste diversion and reuse projects
- Managed the People Power Challenge employee outreach program and other sustainable initiatives such as Smart Commute employee carpooling
- Arranged environmental facility projects and sustainability initiatives such as the Employee Garden Planning event

SKILLS

Safety Training:

- WHMIS Trained
- CPR & First Aid – Level C

Computer Skills:

- Proficient within Microsoft platforms: Word, Excel, Outlook, Visio, Project & PowerPoint
- Experienced with Autodesk Inventor, AutoCAD and Aspen Plus
- Intermediate skills in Python and MATLAB

EXTRACURRICULAR ACTIVITIES

Global Engineers Conference (GEC)

September 2018 - Present

Engineers Without Borders, Schedule Team

- Coordinate with organizations, clubs and industry professionals to host workshops at the GEC
- Develop a timeline for events and workshops to ensure the conference functions properly

Note Taker September 2017 – April 2018

Student Accessibility Services, McMaster University

- Demonstrated reliability and dependability by creating and sharing notes with students that require accommodations
- Provided equal access to lecture notes and content, ensuring all notes were clear and concise for all Chemical Engineering courses