

## Tom Brown, BSc, MPA

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*Tom is a highly intelligent, curious, independent, energetic, positive, driven, and compassionate multi-skilled professional. He has 5 years of experience in the high-tech sector, 3 years' experience as a policy analyst, a Master's degree in Public Administration, an Honours Bachelors of Science in Physics, and a Diploma in Internet Applications and Web Development. Tom has excellent communication skills, strong intuition and is highly creative and imaginative. Tom has an ability to communicate and liaise with professionals in diverse fields.*

- Passionate about analyzing the social impact of web applications with respect to loneliness, authentic relationships, and community, and designing and developing websites with a positive social impact
- Currently a business advisor. Writing the business requirements document for a case management system. Developed a SharePoint site. Create reports for senior management.
- Software Programming skills; Written code in C, C++, C#, VBA, Ada, Java, Perl, PHP, MATLAB, MySQL, HTML5, CSS3, JavaScript, Python; A+ in Digital Computation, Introduction to Systems Programming, Introduction to Object-Oriented Programming, Numerical Analysis, Web Programming I & II, Database Systems and Concepts, Database Design and Administration, Network Operating Systems, and Web Project course; first professional experience writing code at Northern Telecom in 1996 where he developed web applications for reserving computers and tracking requests; lead developer at DataTrends Research of program to analyze acoustic data from boreholes looking for oil; developed code for AECL to find gap between tubes in nuclear reactors, and at Carleton University to determine relic abundance of dark matter in Universe
- Web Development experience; familiar with BootStrap, VUEjs, Node.js, PostgreSQL
- Database design and querying knowledge in SQL
- Exceptionally strong math skills; A+ in Calculus 1, 2 & 3, Linear Algebra 1 & 2, Probability & Statistics, Mathematical Methods I, Mathematical Physics, Differential Equations, Complex Analysis, graduate level Econometrics, and Quantitative Methods I
- Excellent Communication skills; Primary author of data strategy document at Canadian Heritage; gave two interdepartmental presentations at Health Canada; Earned competent communicator at Toastmasters; served as President one year and VP Education another year and won speech evaluation competition at area level while in Carleton Toastmasters club
- Current secret clearance with Canadian federal government; intermediate in French (previously received ECB on federal government tests)
- Enjoys challenge; completed marathon and commander's challenge at Army Run. Went skydiving
- Advanced user of Microsoft Office suite of products (SharePoint, PowerPoint, Word, Excel)
- Excellent problem-solver with very strong analytical skills
- Strong relationship building and organization skills
- Highly adaptive to changes and excels in fast-paced environments

### Awards

- Part of team that won award for "Team that has Fun and Gets it Done" in 2017
- Received certificate of recognition for "excellent work and client service" at division level in 2016
- Received Harwood Award for excellent academic performance in 2010
- Won Public Speaking Evaluation Contest at area level for Toastmasters in 2006
- Received Millennium Scholarship for academic excellence in 2001
- Sir Isaac Newton Award for being in top four students at Waterloo physics in 2nd year in 2000
- Sir Isaac Newton Award for being in top four students at Waterloo physics in 1st year in 1998
- Received trophy for winning Ottawa Kiwanis Award for grade 10 piano in 1998
- University of Waterloo engineering entrance scholarship in 1997
- Award for dedication and excellence at Northern Telecom in 1997

## Work Experience

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**Business Advisor** – Apr 2017 to present

**Information Management Coordinator** – May 2016 to Apr 2017

**Technical Assistant (FSWEP Student)** – Jun 2015 to Apr 2016

Labour Relations division, **Employment and Social Development Canada**, Gatineau, QC & Toronto, ON

Highlights of Responsibilities:

- Writing business requirements document for integrated HR case management system
- Analyze data on grievances and labour relations from PeopleSoft and SharePoint
- Liaise with IT to resolve computer issues and generate data
- Create reports for senior management in PowerPoint

Key Accomplishments:

- Developed and built SharePoint site for division for case management
- Negotiated with IT to get necessary access to build SharePoint site
- Led an initiative to determine department IDs for over 2,900 grievances in PeopleSoft
- Created workflows in SharePoint to automate tasks
- Created macros in Excel to complete tasks that other software products had not been able to handle
- Successfully relocated thousands of folders on network drive to new structure using an Excel macro
- Created project charter for SharePoint site for Workplace Management division
- Resolved numerous anomalies between different data sources

**Research Analyst in Chaff, Bernard Brown Consulting Ltd., Ottawa, ON** – Sep 2012 to Aug 2014

- Developed MATLAB programs to model electromagnetic response for radar cross section (RCS) of chaff particles using Van Vleck and Method of Moments
- Derived Hallen's equation and Method of Moments expressions
- Wrote research paper in LaTeX on comparison of Van Vleck and Method of Moments approximations

**Small Business Advisor, Merchant Vintner, Toronto, ON** – May 2012 to Aug 2012

- Developed Excel VBA macro to automatically e-mail clients a newsletter
- Created and updated Excel spreadsheet with clients' information
- Contacted clients to obtain updated client information

**Research Assistant in Particle Physics, Carleton University, Ottawa, ON** – May 2011 to Aug 2011

- Learned ROOT package in C++
- Used ROOT package to plot graphs related to particle physics parameters
- Inputted parameters into UNIX software

**Research Assistant in Particle Physics, Carleton University, Ottawa, ON** – May 2010 to Aug 2010

- Calculated dark matter relic abundance in given particle physics model
- Derived Lagrangian terms to input into micrOmega for Little Higgs model
- Derived conversion factors between various parameter spaces using MAPLE
- Produced mathematical expressions in LaTeX document
- Wrote C program to generate data and MATLAB program to produce 2D and 3D graphs of data

**Teaching Assistant, Carleton University, Ottawa, ON** – Jan 2010 to Apr 2010

- Graded student labs and tests
- Mentored students during weekly lab/tutorial sessions

**Policy Analyst, Microsimulation Modeling and Data Analysis Division, Health Canada, Ottawa, ON** – May 2008 to Sep 2009

- Developed models using SAS to analyze relationship between health status and deliveries of food through Food Mail Program (FMP) to remote communities
- Studied regression analysis and applied to testing of economic assumptions
- Made two presentations to food mail interdepartmental review committee
- Created survey on balance between short-term / long-term work in Branch
- Updated tax parameters for a computer model that simulates Pharmacare plans

**Policy Analyst, Research and Analysis, Cultural Industries, Canadian Heritage, Gatineau, ON – Nov 2006 to May 2008**

- Created macros in Excel VBA to manipulate data extracted from databases
- Liaised with private sector contractor to develop cultural surveys for Canadians
- Used pivot tables, statistics and SPSS to analyze data from grant applications
- Forecasted Canadian magazine industry using time series analysis in SPSS
- Wrote and edited audience surveys on music, books, and magazines
- Represented new and young employees in department-wide working group on Human Resources and Workplace Management
- Reviewed resumes and interviewed candidates for summer student position
- Primary author of Cultural Industries' Data Strategy document
- Conducted literature reviews on bursaries, awards, and program attribution
- Wrote report analyzing grants delivered to magazine industry program
- Conducted literature reviews on bursaries, awards, and program attribution
- Represented branch in selection of contractor in supply chain research project

**Social Policy Analysis Assistant, Child and Family Services, Indian and Northern Affairs Canada, Gatineau, ON – May 2006 to Aug 2006**

- Analyzed policy on funding of Child and Family Services on Native Reserves
- Produced document critically analyzing recommendations of contractor, with explanations of the mathematical terms and analyses in the contractor's report
- Evaluated cost-benefit analysis of proposed new program funding formulas

**Assistant to Knowledge Manager, Knowledge Management, Office of the Auditor General, Ottawa, ON – Sep 2005 to Dec 2005**

- Created and maintained Intranet pages using Dreamweaver and CSS
- Analyzed shared disk usage using Microsoft Excel
- Created utility in Perl to assist in conversion from Lotus Notes to Oracle

**Software Developer, DataTrends Research Corporation, Mississauga, ON – Feb 2002 to Aug 2003**

- Lead developer of digital signal processing (DSP) MATLAB program which found quality factor from borehole acoustic waveform logs in order to locate oil
- Created numerous Microsoft Excel macros using VBA
- Developed frequency-domain ray-tracer in MATLAB to produce simulated data
- Investigated methods to eliminate reflection interference in amplitude spectra
- Examined ways to determine Q-factor of ground
- Interviewed and trained two new employees
- Analyzed 700 MB data files containing millions of lines of data

**Sonar Research Assistant, Computing Devices Canada, Ottawa, Ontario – Sep 1999 to Apr 2000**

- Wrote MATLAB program and documentation to trace underwater sound signals
- Investigated methods to eliminate reflection interference in amplitude spectra
- Developed frequency-domain ray-tracer in MATLAB to produce simulated data
- Conducted quantitative research to better locate mines and submarines
- Developed prototype DSP algorithm to make sonar input more audible for user
- Developed user-interface for new features of sonar and explained this in associated PowerPoint presentation

**Research Assistant, Atomic Energy of Canada Ltd.,**

*Chalk River, Ontario – Jan 1999 to Apr 1999*

- Analyzed EM data to determine gap between tubes in nuclear reactors
- Performed data analysis on theoretical and experimental results from electromagnetic probes by writing Excel macros and Visual Basic programs
- Wrote, tested, documented VB program to remove ultrasonic probe noise

**Programmer, Northern Telecom,**

*Ottawa, ON – Jan 1998 to Apr 1998*

- Main programmer for Reservation and Requests & Activities intranet applications which used HTML/JavaScript front-ends, Perl code and SQL for accessing Ingres database in UNIX
- Tested Windows software and developed automated test scripts using WinRunner
- Set up Windows 95 web server to create test plans from comments in test scripts
- Received award for dedication and excellence

**Formal Education and Training**

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**Diploma** in Internet Applications and Web Development, **ALGONQUIN COLLEGE,**

Ottawa, ON – Sep 2014 to Apr 2016

**BSc.** (Bachelor of Science, Honours) in Physics (Theory Stream), **CARLETON UNIVERSITY,**

Ottawa, ON – May 2009 to Oct 2011

**MPA** (Master of Arts) in Public Administration (Canadian Stream), **CARLETON UNIVERSITY,**

Ottawa, ON – Sep 2004 to Feb 2007

**BSc.** (Bachelor of Science) in General Science, **UNIVERSITY OF WATERLOO,**

Waterloo, ON – Sep 1997 to Jun 2002

**Activities and Interests**

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- Jogging (completed marathon at Ottawa race weekend and commander's challenge at Army Run)
- Meditation and spiritual ceremonies; yoga; skydiving
- Founded and led spiritual diversity meetup group in Ottawa
- Previous treasurer and social coordinator of Ottawa LGBTQ (Lesbian, Gay Bisexual, Transgendered, Queer) graduate student's group
- Previous President and VP-Education of Carleton University Toastmasters club
- Earned competent communicator through Toastmasters
- Won public speaking evaluation competition at area level for Toastmasters
- Reading (non-fiction, spirituality, philosophy)
- Piano (won grade 10 Kiwanis competition, direct musical lineage of Franz Liszt)

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***“We are not human beings having a spiritual experience.  
We are spiritual beings having a human experience.”***

*—Pierre Teilhard de Chardin*

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