VARUN PATEL

Vancouver, BC

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Education

Point Grey Secondary School   Vancouver, BC
High School Diploma   *September 2014 - June 2019*
- Computer Lab Technician
- Student Council Treasurer

Certifications / Awards

- Microsoft Certified: Azure Solutions Architect Expert
- Microsoft Certified: Azure DevOps Engineer Expert
- Microsoft Certified: Azure Administrator Associate
- Microsoft Certified: Azure Developer Associate
- Microsoft Certified: Azure Fundamentals
- MTA: Introduction to Programming Using Java
- BC Scholarship for Applied Skills, Design and Technology (Point Grey Secondary)
- John O'Connor Mini School Spirit Award (Point Grey Secondary)

Technical Skills

Languages: Java, C, C++, Python, HTML/CSS, JavaScript
Developer Tools: Visual Studio, VS Code, IntelliJ Idea, PyCharm, GitHub, GitLab
Cloud Platforms: Azure, Google Cloud Platform, Amazon Web Services, Heroku, Netlify
Technologies/Frameworks: Linux, Docker, Kubernetes, Maven, Helm, Spring, Flask
Databases: MongoDB, Azure Cosmos DB, PostgreSQL, MariaDB/MySQL

Experience

Seaspan Ship Management Ltd.   Vancouver, BC
IT Service Delivery Specialist   *September 2023 - Present*
- Provide systems, applications and hardware support for shore and vessel systems
- Provision and maintain user accounts for enterprise ID and other systems
- Image and configure devices for new employees and kiosks
- Develop automations for business processes using the Adaxes platform
- Create tooling and powershell scripts to automate IT processes
- Maintain configurations and app deployments on the Intune MDM platform
- Implement and maintain CIS benchmarks for user endpoints
- Visit ships in port and provide on-site technical & break-fix support

IT Service Delivery Intern   *May 2022 - August 2023*

Luscinia Enterprises Association   Vancouver, BC
Software Development Lead   *August 2018 - Present*
- Apply skills in Java to create Spring Boot applications
- Use Python to create a Flask backed machine learning API
- Create and maintain DevOps pipelines using GitHub, Azure DevOps and AKS
- Manage production deployments of applications and dependencies to AKS using Docker
- Write and upkeep Docker build files and Helm charts
- Administer multiple deployments of MongoDB, Redis and PostgreSQL
- Issue and secure TLS certificates for servers and endpoints
- Manage networking, DNS and domain registration
- Provisioned Microsoft 365 and G Suite for employees, volunteers and admin
- Solicit sponsorships, grants and in-kind donations valued at $xx xxx annually
- Supervise a team of developers and web designers working on the Aristotle Platform

Secretary, Board of Directors   *September 2021 - Present*
- Image and configure devices for new employees and kiosks
- Manage documents and procedural filings for the society
- Call for and provide notice of meetings and take comprehensive meeting minutes
- Complete financial filings with the CRA and BC Government

Chair of the Board of Directors   *September 2020 - August 2021*
- Complete financial filings with the CRA and BC Government
- Work with the Board of Directors on long-term directional guidance for the society
- Reviewed and approved new business venture filings by members, creating Plato Learning
- Ensured that cash & in-kind grant funding valued at $XXX XXX is allocated effectively
- Worked with accountants on financial statements and increasingly complex payroll filings
- Maintained filings with multiple government entities

Founder, Board of Directors   *August 2018 - August 2020*
- Implemented a clear and direct governance structure for the company
- Provided directional guidance for the society
- Established development plans for Aristotle
- Brokered multiple sponsorship deals
- Revised and proposed updates to society bylaws
- Issued directives to hold the first election of the board of directors

Elections BC   Vancouver, BC
Technical Supervisory Voting Officer   *June 2023*
- Administered a referendum with the assistance of the Supervisory Voting Officer
- Ensured voting technology is set up and operated correctly
- Set up, monitored and performed initial count for electronic ballot tabulators
- Supervised Ballot Issuing Officers and assist with technical and electoral issues
- Set up and monitored status of Electronic Voter Books issued to election officials
- Ensured secure transport of electoral materials to and from the polling site
- Advised on issues relating to the BC Elections Act
- Reported election results to the District Electoral Officer

City of Vancouver   Vancouver, BC
Presiding Election Official   *October 2022*
- Supervised the polling place with the assistance of an APEO
- Ensured voting technology is set up and operated correctly
- Supervised Registration Officials and assist with technical and electoral issues
- Set up and monitored status of Electronic Voter Books
- Assisted with the secure transport of electoral materials to the voting place
- Ensured City of Vancouver Elections policy was maintained

Registration Official   *September 2021*
- Verified that voters were on the voting list and had acceptable ID
- Prepared and explained the ballot to voters including candidates and referenda
- Ensured voters understood the electoral process
- Assisted non-resident and University Endowment voters with special ballots

Elections Canada   Vancouver, BC
Central Poll Supervisor   *September 2021*
- Managed polling place as the highest ranking election officer present
- Implemented COVID-19 measures including physical distancing and distributing PPE
- Conducted site accessibility assessments prior to and during election day
- Assisted poll workers with their tasks, relaying directives from the elections office
- Successfully handled one of the longest lines in the country at 3.5 hours
- Successfully handled one of the longest lines in the country at 3.5 hours
- Secured transport of sensitive election materials including voter rolls and ballots
- Enforced the Canada Elections Act at the polling place
- Reported election results to the Returning Officer

Poll Clerk   *October 2019*
- Reported election results to the Returning Officer
- Recorded eligible voters and filled out relevant forms
- Ensured secrecy of the ballot by maintaining and enforcing rules of the Elections
- Enabled accessiblity during the voting process