ROBYN DOWNIE

DEVELOPER & PROGRAM MANAGER

📞 (778) 252 - 9222 | ✉ rdownie2@my.bcit.ca | 📍 North Vancouver, BC

WORK EXPERIENCE

Membership Special Projects Coordinator

PMI | Canadian West Coast Chapter
Vancouver, BC | October 2025 - Present
- Volunteer role assisting with automation and process improvement initiatives for membership engagement
- Building data-driven recognition systems
- Designing the Membership Information Center to support the annual conference

Program & Sales Manager

Stepabroad | Vancouver, BC | July 2021 - August 2024

- Identified demand for new destinations by conducting detailed market analysis and competitor research. Successfully launched 3 new programs, increasing total program sales by 15%.
- Optimized company website by consistently updating WordPress pages to discuss recent program changes. Comprehensive content led to 250 sales being processed through the platform per annum.
- Designed and maintained a new client web portal using Thinkific. Recorded over 50 tutorial videos to guide clients. Resulted in 100% visa approval rate in 2023 and 2024.

Operations Manager

Active Baby | Vancouver, BC | April 2020 - June 2021
- Promoted special events and increased foot traffic to the stores using social media marketing initiatives. Shared stories on Instagram 7 times daily, utilizing trending keywords. Store saw a 20% increase in total sales during COVID-19 closures due to increased online presence.
- Strengthened the team environment by recruiting, interviewing, and training new staff. Drafted onboarding handbook and scheduled training sessions. Over 20 new employees onboarded during tenure.

SUMMARY

Experienced management professional and recent Full Stack Web Development Diploma graduate. Returned to BCIT as a mature student with the intention of advancing career opportunities by enhancing technical abilities. Comprehensive certifications in both Waterfall and Agile Project Management methodologies.

CERTIFICATIONS

Certified Associate in Project Management
Project Management Institute
Achieved December 2023

Professional Scrum Master
Scrum.org
Achieved April 2025

Certified Scrum Master
Scrum Alliance
Achieved May 2025

Certified Scrum Product Owner
Scrum Alliance
Achieved June 2025

Agile Certified Practitioner
Project Management Institute
Achieved August 2025

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EDUCATION

Diploma in Full Stack Web Development

British Columbia Institute for Technology (BCIT)
Sep 2024 - May 2026 | Vancouver, BC, Canada

- Developed full-stack web applications using HTML, CSS, JavaScript, Node.js, Express, and MySQL. Resulted in a comprehensive portfolio demonstrating proficiency across the entire development stack.
- Implemented version control through Github, allowing collaboration and continuous integration in team projects.
- Designed responsive user interfaces by applying UI/UX principles. Created accessible web experiences that enhanced user engagement.

Associate Certificate in Project Management

British Columbia Institute for Technology (BCIT)
Sep 2022 - Dec 2023 | Vancouver, BC, Canada

- Managed competing priorities by balancing full-time employment with three weekly part-time study classes. Graduated with distinction upon completion.
- Developed comprehensive project schedules using Microsoft Project. Used resource allocation to ensure on-time completion of deliverables.
- Facilitated team cohesion through effective communication and collaborative problem-solving. Successfully resolved conflicts and maintained a productive working relationship with classmates.

Higher National Certificate in Visual Communications

University of the Highlands and Islands
Aug 2010 - Jun 2021 | Perth, Perthshire, UK

- Followed design principles and industry best practices to create visually compelling content

SOCIAL MEDIA & PORTFOLIO

- 🐙 [BuiltByRobyn](#)
- 💼 [Robyn Downie](#)
- 🌐 [www.builtbyrobyn.com](#)

SKILLS

Technical Proficiencies:
- Languages: JavaScript, Typescript, HTML, CSS, C#, MySQL, PHP
- Libraries: Express, EJS, React, SASS
- Design Tools: Adobe Photoshop, Adobe Illustrator, Figma
- Project Management: Microsoft Project, Jira, GitHub Projects, Trello
- Operating Systems: Windows and macOS environments

Personal Attributes:
- Extensive team collaboration experience
- Excellent written & verbal communication skills
- Meticulous time management
- Reliable, detail-oriented, and strong sense of responsibility