

PROFILE

Detail-oriented professional with a strong foundation in Information Technology and Business Administration *Experienced in system digitization, data management and cross departmental collaboration. Proved ability to enhance operational efficiency through technology and organized processes.*

EDUCATION: Trent University Peterborough, Ontario Canada

BSc. *Computer Science and Business Administration*,

2023 - Present

- Relevant Coursework: Introduction to Programming, Python for Data Science, Information Technology, Contemporary Issues in Management, Financial Accounting, Macroeconomics, Calculus, Linear Algebra, Probability.

WORK EXPERIENCE

Student Ambassador

2024- present

Champlain College, Trent University

- Collaborate with Academic advisor, college principal, and other team members to facilitate delivery of service to students.
- Assist students in registering for classes and events organizing
- Preparing the college newsletter and hosting the productivity corner to boost student productivity

College Assistant

2024- present

School of Education, Trent University

- Digitize the filing system to a cloud-based storage
- Facilitate communication between students and faculty
- Organized and maintained faculty records, ensuring accuracy and confidentiality in compliance with institutional regulations

Global English Language Facilitator and Math Teacher

2021- 2023

Windle International,

- Taught English to refugee students, improving verbal and written skills.
- Designed engaging lesson plans and collaborated with facilitators for interactive sessions. - Utilized digital tools for media-enhanced lessons and assessments.

Community Involvement

WUSC Trent Resettlement coordinator

2024-present

- Ensures the application of WUSC support model for SRP students.
- Addresses the academic and social needs of all SRP participants.

Facilitator for Economics for Success

2023-2024

JA Northern and Eastern Ontario, Canada,

- Taught high school students goal setting, budgeting, and positive habit development as a volunteer
- Assisted students in implementing goal-setting strategies, improving their financial literacy and planning skills.

SKILLS

- Social Media Management: Proven track record of creating engaging content and boosting online presence.
- Microsoft Office & Canva: Expert in creating professional documents, presentations, and graphic designs.

- Teaching & Mentorship: Experience in curriculum development, student engagement, and academic support.
- Cultural Competence: Skilled in working with diverse cultural backgrounds, including refugees and newcomers.
- Customer Experience: Training in delivering exceptional service and support.
- Creative Writing and Design: Developed skills in content creation and graphic design specializing in designing using Canva

Certifications and Honours

- Alena Heitlinger Scholarship Winner 2024
- Selected a WUSC Scholar in 2023-24 cohort
- Certificate of Excellence, Champlain College, Trent University 2023/24