641 Water St. Peterborough Ontario, Canada

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| **Joh Magok** | | [LinkedIn](https://www.linkedin.com/in/joh-magok/) | +17057725140| johmagokkuerang@trentu.ca |

# 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