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|  | | |  | Arya Papala |
| Summary I am a friendly, reliable, honest person who is ready to take on hard and challenging tasks head-on. I am a team player who is always prepared to make my work as perfect as possible. I have developed many skills and prepared to demonstrate and utilize them at any given time. EducationCarleton University September 2020 - Present Blyth Academy September 2018 – June 2020 Sir Wilfred Laurier Secondary School September 2016 – June 2018 Skills My skills include:   * Organized, responsible, honest, reliable, highly motivated with exceptional teamwork skills. * Quality and safety oriented. * Resourceful: Utilizing the right equipment to complete the task and establish a successful result. * Adept in technology: Experienced in the use of different applications to ensure achieved works successfully. * Organization: I practice preparing the plan and setting goals and timelines to complete the required task. * Time management: Self-learner. Experience in taking care of multiple tasks and finishing them on time. * Excellent working knowledge of various MS office tools (Excel, Word, PowerPoint, etc.) * Smart Serve Certified  Work ExperienceHoli on the Parliament Hill, Volunteer (2017,2018,2019)  * My position for volunteering was to handle and serve food to the people at the event. * Receive VIP’s and escort them to their seats. * Assist at the registration desk.  The Great India Festival, Cashier (2015 to till date)My position for working for TGIF was to ensure that payment has been made for entry fees.Advise patrons about various activities of the festival and food choices.Nepean Arts and Culture, Administrative Assistant  * My position for working for Nepean Arts and Culture was to file members data, call their members and assistant in any administration tasks. * Contribute to the event planning process  Farm Boy, Cashier  * My position for working in Farm Boy was as a cashier in which I completed my online training and received my smart serve certificate * Contributed to the service and assisting customers |
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