

Alyssa Cabana

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PROFILE OF SKILLS

- Intermediate knowledge in C, Java, HTML, and CSS; moderate knowledge in JavaScript.
- In-depth knowledge of Microsoft Word, PowerPoint, Teams and Excel.
- Respectable knowledge of Google Docs, Sheets, and Slides; Basic knowledge of Google Forms.
- Moderate knowledge of algorithms and data structures; Basic knowledge of database fundamentals.
- Strong critical thinking and problem-solving skills demonstrated through receiving increasing levels of responsibility in the workplace.
- Written and verbal communications skills developed through work experience and course projects.
- Desktop assembly and moderate hardware knowledge developed through research and work experience.

EDUCATION

Bachelor of Commerce, Honours Business Administration and Computer Science Co-op September 2022 - August 2026
Odette School of Business, University of Windsor, Windsor, ON

- Business Administration Courses (including but not limited to): Labour-Management Relations, Human Resource Management, Management and Organizational Life.
- Computer Science Courses (including but not limited to): Key Concepts in Computer Science, Computer Architecture I: Digital Design, Database Management Systems, Data Structures & Algorithms.

PROJECTS

Gaming Desktop November 2023 & June 2024
Lasalle, ON

- Researched computer hardware parts to determine what was the best quality and most suitable components for budget and build.
- Purchased compatible AMD parts based on research and assembled the desktops once all parts arrived.

Binary Arithmetic and Conversions Calculator September 2023 - October 2023
University of Windsor, Windsor, ON

- Utilized C to program a calculator that completes binary arithmetic operations and handles conversions between different number bases.
- Designed separate header and source files for organization, maintenance, and reusability purposes.

Command-Line Calculator October 2022 - November 2022
University of Windsor, Windsor, ON

- Utilized C to program a command-line calculator used to complete binary and unary mathematical operations and allows the user to declare variables to use throughout the code.
- Created separate functions with integrated test cases to account for any input errors and ensure accurate calculations were produced.

WORK EXPERIENCE

IT Technician Co-op Student December 2024 – May 2025
Agriculture and Agri-Food Canada, Harrow, ON

- Assisted users with technology-related inquiries and issues, utilizing tools such as Active Directory and Microsoft Configuration Manager.
- Created and managed support tickets in Assyst and BCM Helix for issue tracking and resolution.

- Set up laptops for new users and updated the Knowledge Workspace inventory system.
- Utilized remote desktop software to access and support user computers off-site.
- Assist with mobile device inquiries and troubleshooting requests.
- Configured and deployed mobile phones for new users.

Human Resource Co-op Student

April 2024 – September 2024

Highbury Canco, Leamington, ON

- Review resumes, including checking if they were a previous hire, and schedule interviews and seasonal orientations.
- Provide applicants with written tests and grade them, prior to proceeding to one-on-one verbal interviews.
- Assist applicants during orientation with new hire paperwork, as well as throughout the orientation videos.
- Process fitness reimbursements, safety shoe reimbursements, and new hire documentation.
- Upload schedules and update and or add new information to the company's website.
- Assist employees with general inquiries at the front desk.

Front Desk Staff

July 2022 - Present

Infinite Health Club, Formally Known as Beach Walk Family Fitness, Lasalle, ON

- Greet and assist members, as well as process sales transactions in a professional manner while following a customer-centric approach.
- Complete contracts for new registering members and input contracts into the computer programs; Tan Track and Gym Assistant.
- Selected to adjust existing and create new sales options in Tan Track to ensure an efficient and smooth sales experience for both employees and customers.
- Designated to assist manager with sending and responding to members emails in a professional manner, as well as calculate and fill out daily sales reports and make any needed adjustments accordingly.
- Appointed to train and re-train staff after receiving positive feedback from members, manager, and owner.

Team Member

March 2021 - December 2021

Tim Hortons, Lasalle, ON

- Processed sales transactions in a professional and time efficient manner in order to achieve drive thru time goals.
- Maintained a clean and organized work environment, to adhere to company standards.
- Selected to train 2 new team members in recognition of ability to adjust and be flexible in the fast-paced work environment.

VOLUNTEER EXPERIENCE

Food Sorter and Distributer

June 2020

June 27 Miracle, Lasalle, ON

- Collaboratively collected, dated, and sorted food donations.
- Selected to package and hand out food donation request.

AWARDS AND ACCOMPLISHMENTS

Honour Roll, Sandwich Secondary School

September 2018 - August 2022

Lasalle, ON

- Received Honours from grade 9 – 12 for having an academic average of 80% or higher.

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REFERENCES

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