Alyssa Cabana

Lasalle, ON | 519-995-8140 | cabanaa@uwindsor.ca | https://alyssacab.ca/ | https://www.linkedin.com/in/AlyssaCab/
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PROFILE OF SKILLS

- Intermediate knowledge in C, Java, Python, HTML, CSS, JavaScript, PHP and MySQL; moderate knowledge in React Native.
- Intermediate knowledge of Visual Studio Code.
- In-depth knowledge of Microsoft Word, PowerPoint, Teams and Excel.
- Moderate knowledge of algorithms, data structures and 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, International Human Resource Management, Management and Organizational Life.
- Computer Science Courses (including but not limited to): Computer Architecture I: Digital Design, Database Management Systems, Data Structures & Algorithms, Object-Oriented Software Analysis/Design, Computer Networks.

PROJECTS

Jade Pizza Website   July 2025 - August 2025
Lasalle, ON
- Designed and developed a full-stack e-commerce website using HTML, CSS, JavaScript, PHP, and MySQL.
- Implemented dynamic features including user authentication, admin panel, shopping cart, checkout system, customer support, and order history.
- Built a responsive layout with multiple admin-controlled themes, multimedia integration, and SEO optimization to ensure accessibility and usability across devices.

Personal Website   March 2025 - Present
Lasalle, ON
- Designed and developed a responsive personal website using HTML, CSS, and JavaScript to showcase projects and skills.
- Implemented best practices in web development, including layout, styling, and interactivity.
- Continuously updating content, layouts, and functionality to improve accessibility and ensure an optimal user experience across multiple devices.

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 the 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; Pro Shop 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 calculating and filling out daily sales reports and making any needed adjustments accordingly.
- Appointed to train and re-train staff after receiving positive feedback from members, manager, and owner.

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REFERENCES

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