

Arash Kheirollahi

416-627-9876 • arashkhe@gmail.com • [linkedin.com/in/arash-kheirollahi](https://www.linkedin.com/in/arash-kheirollahi) • github.com/arashkhh • arashkh.com

EDUCATION

Bachelor of Computer Engineering

Tehran Azad Univ., GPA: 3.2/4.0

Tehran, Iran
September 2020 – November 2024

Diploma of Computer Programming

Seneca Polytechnic., GPA: 3.7/4.0

Toronto, Canada
January 2025 – Present

WORK EXPERIENCE

Member Services Staff (Candidate)

Seneca Student Federation (SSF)

Toronto, Canada
Fall 2025 (Application in Progress)

- Answer student inquiries regarding SSF services, events, and policies in-person and via live chat.
- Provide guidance on health and dental plans, shuttle bus services, and student supports.
- Assist with insurance claim forms and maintain effective communication with students and staff.
- Demonstrate strong interpersonal skills, flexibility, and professionalism in a team-based environment.

SKILLS AND QUALIFICATIONS

- **Communication:** Friendly and effective communicator in person and online; public speaking and conflict resolution.
- **Technology:** Microsoft Word, Excel, PowerPoint; familiar with Zoom, Teams, Webex.
- **Customer Service:** Strong sense of responsibility, empathy, and problem-solving under pressure.
- **Time Management:** Capable of handling multitasking in fast-paced, team-driven environments.

OTHER EXPERIENCE

Management Assistant

Physio Health Care Clinic

Toronto, Canada
January 2025 – July 2025

- Managed patient scheduling, intake, and billing at front desk in a busy clinic setting.
- Assisted with insurance documentation and maintained confidential patient records.
- Provided day-to-day administrative support to the clinic manager.