

Ashvinan Sivasambu

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EXPERIENCE

City of Ottawa, 100 Constellation Rd. Nepean ON, Ca- Summer Office Assistant

May- September 2023

Day-to-day activities included.

- Efficiently managed office resources, ensuring smooth operations.
- Handled client invoicing and conducted eligibility checks.
- Performed receptionist duties, providing professional front-line communication.

Canadian Tire, 1820 Merivale Rd. Nepean ON, CA — *Retail Associate*

January 2021-August 2022

- Managed cashier responsibilities with accuracy and efficiency
- Delivered exceptional customer service, enhancing customer satisfaction.
- Engaging in delivery operations.

McDonalds, 1675 Merivale Rd. Nepean ON, CA- Crew Member

January 2019-December 2019

Would do the general things required in fast food such as

- Provided excellent service in various roles including cashier and drive-through operations.

EDUCATION

Wilfrid Laurier University, — *Computer Science*

September 2022 - Current

Full-time student, currently enrolled in computer science.

RELEVANT COURSEWORK

Data Structures I, CP164, Spring 2023

- Focused on algorithm efficiency and data organization.

Introduction to Object-Oriented Programming, CP213, Fall 2023

SKILLS

Leadership and Assertiveness

Public Speaking

Proficient in Python, Java, and C/C++

Organization and Time Management

Bi-Lingual: English, French and Tamil

Customer Service Skills

Problem Solving

Financial Accounting Skills

Determined in Coding

Administrative Skills

Good Under pressure

Advanced knowledge of HTML, C and Java

EXTRACURRICULARS-IN AND OUT OF SCHOOL

Wilfrid Laurier University First

year project: Executive that organized events for new students.

WLU Hindu Student Council:

Contributed to the establishment of the universities first Hindu student club.

Athletic Council Member:

Coordinated sports events and the annual athletic banquet.

Prom/Graduation Committee:

Recommended by teachers and selected by the student body to be in

- Developed several Java applications.

Discrete Structures for Computer Science, CP214, fall 2023.

- Gained proficiency in mathematical foundations of computing.

Data Structures II, CP264, Winter 2023

- Developed a in-depth understanding of data structures with C

COMMUNITY INVOLVEMENT/VOLUNTEER WORK

Emerald Plaza Public Library — *Volunteer*

July 2019-August 2022

Engaged with children in reading and writing activities, and organized events.

Federal Youth Council — *Member*

May 2018-August 2021

Represented youth perspectives in discussions on vital issues like covid relief.

The Ottawa Food Bank — *Volunteer*

March 2019-August 2022

Assisted in sorting and distributing food to families in need.

School Board Trustee Campaign — *Volunteer*

July 2019-November 2020

Supported a trustee candidate through social media and community engagement.

charge of all events that pertain to the graduating class.

Student Council Member: In charge of Finances and Social Media Presence

WLU Food Bank Member

WLU EcoHawks Member

WLU Shinerama Member

In- School player on the Hockey Badminton, Track and Field, and Handball Team.

Air Cadets

CERTIFICATION AND AWARDS

DELf certificate

Sergeant in 211 Air Cadets

First Aid Certificate

Leadership certificate

Ontario Scholar certificate

Silver Medalist: 90%+ in grade 11 and 12