ATRIN SHAHROKH

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ABOUT ME

Highly motivated Electrical Engineering student with a passion for finding innovative solutions to real-world problems and delivering exceptional professionalism.

Key Qualifications:

Workplace Qualifications:

- Efficient communication with patients/clients, proficient in MS Office & Excel, and adept at social media management.
- Expertise in organizing files, paperwork, and finances, coupled with strong project scheduling and teamwork skills.
- Proficient problem-solving abilities in a workplace setting.

Engineering Qualifications:

- Proficient in PCB design, Python, JavaScript, HTML, AutoCAD, and Arduino; skilled in IT operations and Linux.
- Expert in debugging, understanding binary code, and troubleshooting technical issues.

EDUCATION & CERTIFICATIONS

B.E.Sc. Electrical Engineering | University of Western Ontario High School Diploma | St. Robert Catholic High School

Sep 2021 – Present

Sep 2017 – May 2021

May 2023

Google IT Support Professional Certificate | Google

Eight-month IT support program, developed by Google, that covers troubleshooting, customer service, networking, operating systems, system administration, and security, and includes hands-on labs.

WORK EXPERIENCE

Marketing Operations Coordinator (Intern)

June - September 2023

Addington Developments / Toronto, Ontario

- Marketing Campaign Development: Drive marketing initiatives by researching target demographics and trends to craft impactful campaigns.
- Digital Presence Management: Oversee and update social media and websites & generate engaging content using graphic design tools for brand consistency.
- E-Commerce & Content Management: Streamline e-commerce operations and maintain up-to-date web content through proficient use of content management systems.

IT Technician / Website Developer

Kian Physiotherapy Inc | Toronto, Ontario

January 2022 - January 2023

- Web Development & Design: Crafted responsive websites with HTML, enhancing user interfaces and experiences for client satisfaction.
- Custom Solutions & Quality Assurance: Tailored themes and plugins to client specifications, rigorously testing for performance and security.
- Technical Support & Content Creation: Delivered ongoing website maintenance and authored well-coded articles for the company's online presence.

Clinic Receptionist

Phoenix Physio Clinic | Vaughan, Ontario

May 2021 - September 2022

- Office Reception & Communication: Managed reception operations with professionalism, coordinated appointments, and fostered positive client and vendor relations.
- Call Management: Fielded and directed incoming calls, ensuring efficient routing to relevant personnel or departments.
- Problem-Solving: Addressed and resolved office equipment issues, maintaining seamless operational functionality.

CORE COMPETENCIES

Professional Skills: Excel | PowerPoint | Word | Team Leadership | Project Scheduling | Problem-Solving | Organization |

Communication | Networking | Data Analytics | Database Management | Decision-Making

PCB Design | Python | JavaScript | HTML | AutoCAD | Debugging | Linux | IT Operations | MATLAB | **Technical Skills:**

Binary Code | Troubleshooting | Agile | CAD | Website Development | Soldering | Arduino