

Chloe Villaranda

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Skills and Technology

- Strong organizational, adaptability, and time management skills.
- Able to delegate appropriate tasks to the team.
- Able to work both in teams and individually.
- Proficient in Microsoft Teams, Microsoft Office Suite, Excel, Word Doc, PowerPoint, Zoom, and Team Meeting.
- Active team player, high in agreeableness and easily able to create long lasting connections with people
- Superb English language communication abilities in both speaking and writing

Work and Volunteer Experience

Canada Post / Clerk

October 2020 - August 2022 , 1110 Panatella Blvd NW, Calgary, AB T3K 0S6

- Effectively enhanced office work skills by working with computer softwares
- Aids many customers in figuring out their needs
- Cooperates with co-workers to achieve tasks
- Developed a positive attitude which improves customer experience and interpersonal relations
- Gained active listening abilities

Nirvana Academy of Violin / Violin Teacher

July 2019 - Present, 101 14 Ave SW, Calgary, AB T3R 0W3

- Coordinated online lesson plans during the covid season allowing for individual and group sessions online
- Helped brainstorm and create creative advertisements and promotions
- Conducted live and online demonstrations
- Good command of communication/presentation software when creating lesson plans online during covid season
- Transitioned to in-person lessons when covid restrictions were lifted, allowing more team interactions with and among students

Census / Surveyor

June 2021 - July 2021

- Communicated with a variety of multicultural people and assertively convinced unwilling people to do their census
- Learnt how to deal with troubling citizens
- Further enhanced reading comprehension through reading a variety of written documents
- Gained ability to present information effectively in a limited

Education

University of Calgary / Software Engineering

September 2021 - Present, 2500 University Dr NW, Calgary, AB T2N 1N4

- Gained collaborative experience by working with people from different backgrounds
- Learned about how to present information, further expanding my leadership, organizational, and information delivering skills
- Project Manager in group works, ensuring that all relevant work was delivered and done on time
- Learned about how our carbon footprint greatly affects our environment and created blueprints of innovative products to mitigate the problem
- Familiar with Python and currently studying C Programming
- Proficient with GitHub