**Dani Matar**

**Objective**

Self-motivated, detail oriented, and Customer-friendly individual recently graduated from an IT Programming Diploma, with an extensive previous work background in Sales and Public Relations. Who, is looking for a challenging position in the IT/ Sales industry which will further develop my knowledge and skills.

**Key Qualifications/Skills**

* 5 years working experience in a variety of dynamic service industries
* Excellent presentation and communication skills
* Keen problem solving and negotiation skills
* Excellent Team Work ability
* Organized and able to effectively manage multiple competing tasks
* Great attitude with high-energy personality
* Able to work independently with minimal direction
* Adept at learning new skills quickly
* Great customer service skills
* Bilingual (English and Arabic)

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| --- | --- |
| * Database * Windows Administration * Website Development * Networking * Technical Communications * Programming * Python * JAVA * C++ | * User Interface Design and Development * Database Development I * Operating Systems UNIX * Hardware * Object Oriented Programming * System Analysis & Design * PL/SQL * PHP * C# |

**Specific Skillsets**

**Work Experience**

**Owner Operator, Casino Taxi, Halifax, NS – Jan 2013 - July 2014**

* Operated a City Cab

**Owner, Canada-Quick Ltd, Edmonton, AB – Jan 2011 - May 2012**

* Operated a small transport business in a highly competitive market
* Executed complete company start-up including financing and managed all aspects of the operation including sales, contracts and book keeping
* Communicated with variety of customers, including sub-contractors and retail customers

**Car Sales Associate, Crosstown Dodge Auto-center/ Kentwood Ford, Edmonton, AB – Jun 2009 - Dec 2010**

* Responsible for highlighting features, gathering information, inspecting automobiles, comparing and contrasting competitive models and demonstrating vehicle operations.
* Responsible for building rapport, qualifying buyers by understanding, interests and requirements of buyer, matching interests and requirements to various models.
* Developed and maintained relationships with new as well as existing customers, responding to inquiries, suggesting trade-ins, greeting drop-ins, recommending sales campaigns and promotions.
* Negotiated price; asking sales; completing sales or purchase contracts; closing sales by overcoming objections; explaining provisions and financing; delivering automobiles.
* Completed reports for sales management team

**Management, Island Pub, Edmonton, AB – Jul 2008 - Jun 2009**

* Responsible for running all aspects of the establishment, focusing on cleanliness, proper stocking, set-up, inventory procedures and exceptional customer service
* Responsibilities included staffing, scheduling, inventory and training
* Planned and implemented an entire online marketing campaign including revising and updating the company website as well as developing a presence and posting on such social media sites as Facebook, Twitter, Flickr, YouTube etc

**Telesales Agent, Blue Oceans/ Sales Rep, ADT Alarm Systems, Halifax, NS – June 2007 - Jun 2008**

* Conducted telephone market surveys and research for clients
* Documented and reported survey results for reporting purposes
* Selling House Alarm Systems Door to Door

**Education/Certifications**

* 2016 – Software Development Diploma – Nova Scotia Community College, Halifax, NS
* 2016 – Intermediate Java Programming – Waterloo University
* 2012 – Occupational Health and Safety (OHS) - Halifax, NS
* 2012 - Workplace Hazardous Materials Information System (WHIMIS) -Halifax, NS
* 2010 – Upgrades to Math, English, Physics and Chemistry – Grant MacEwan University, Edmonton, AB
* 2008 - High School Diploma – Citadel High School, Halifax, NS

Web Portfolio: [DaniMatar.github.io](http://danimatar.github.io/)