

EDWIN MAKOLO

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Professional Summary

I am a motivated and detail-oriented Software Engineering Technology student with hands-on experience in customer service, food service, and volunteer leadership. Known for strong communication, teamwork, and organizational abilities. Eager to apply technical knowledge and problem-solving skills in a dynamic and growth-oriented environment. Passionate about leveraging technology to create innovative solutions and improve user experiences.

Skills

Technical Skills: Microsoft Word, Excel, Computer Literacy, Digital Literacy Certificate

Soft Skills: Time Management, Team Collaboration, Negotiation, Customer Service, Organization

Experience

Deputy Return Officer

Election Process | April 28th

- Oversaw the voting process to ensure a smooth and fair election.
- Issued ballots and assisted voters with inquiries and voting procedures.
- Maintained order at the polling station and ensured compliance with election regulations.
- Conducted balance counts to verify the accuracy of votes and ballots.

Front Desk Attendant

YMCA | July 2024- Aug 2024

- Provided exceptional customer service to members and guests, ensuring a welcoming environment.
- Managed front desk operations, including check-ins, inquiries, and membership services.
- Assisted in maintaining cleanliness and organization of the facility.
- Collaborated with team members to enhance member experience and engagement.

Chef Attendant

Pinnacle Caterers | Mar 2023 – Oct 2023

- Supported head chef in daily kitchen operations at a busy club restaurant.
- Took customer orders and ensured timely, accurate delivery.
- Monitored food preparation and presentation in line with brand standards.
- Maintained strict compliance with health, safety, and sanitation policies.
- Helped foster a clean, organized, and efficient kitchen environment.

Education

Centennial College of Applied Arts and Technology — Scarborough, ON
Diploma in Software Engineering Technology (Expected Graduation: 2026)

St. John Paul II Catholic Secondary School — Scarborough, ON
High School Diploma, June 2024

Certifications

Standard CPR/AED – July 2022

Digital Literacy Learning Program – June 2023

Volunteer Experience

Birchmount Action Centre – Food Distribution Volunteer | Scarborough, ON | Jul 2022

- Prepared and distributed food to clients.
- Responded to individual client needs and maintained a welcoming environment.

Allstars Community Outreach – Summer Camp Assistant | Scarborough, ON | Jul 2022

- Supervised children ages 3–12 in various activities including sports, arts, and games.
- Contributed to daily activity planning and facilitated safe, fun environments.

Camp Whitepine – Camp Leader | Toronto, ON | Sep 2022

- Mentored incoming Grade 9 students during orientation camp.

References available upon request