

Emmanuel Ruto

1EmmanuelRuto@gmail.com ❖ (647) 512 - 3372 ❖ Waterloo, ON

WORK EXPERIENCE

Student IT Support Consultant

June. 2023 – Sept. 2023

Region Of Waterloo

Waterloo, ON

- Assisted with computer replacement, asset tracking and recording and installation of computers
- Updated and terminated users from the active directory
- Handled service request tickets effectively

Mail and Distribution Support Assistant

May. 2023 – Jun. 2023

Wilfrid Laurier University

Waterloo, ON

- Assisted with direct mailings, stuffing and sealing envelopes and labelling parcels
- Helped with sorting incoming and outgoing mail
- Scanned and processed materials in the electronic tracking system

Warehouse Associate

Apr. 2022 – Aug. 2022

Mondelez International

Toronto, ON

- Organized products in warehouses in a timely manner, found and stored items in their correct places
- Packed products efficiently to improve delivery time and product flow across teams, showing initiative
- Ensured that the inventory was efficiently managed and well-maintained by following proper procedures

EDUCATION & CERTIFICATIONS

Wilfrid Laurier University

Expected May 2026

Bachelor of Computer Science

Zalego Academy, Kenya

Completed Nov. 2020

Certificate in Cybersecurity

Microsoft Learn Student Ambassador

Completed Nov. 2022

Front-End Web Development using JavaScript and React.js Bootcamp

Baringo High School, Kenya

Completed Aug. 2019

Kenya Certificate of Secondary Education

SKILLS

- Self-motivated, Highly adaptable, Effective time-management, Punctual, Detail oriented
- Computers and software, Microsoft Office, Excel, Programming, Python, HTML, CSS

ADDITIONAL EXPERIENCE

Computing Society Club Member

Sep. 2022 - Present

Wilfrid Laurier University

- Attended React.JS workshops, Achieved 2nd place in a programming competition

Red Cross Club Member

May. 2016 – Aug. 2019

Baringo High School

Eldama Ravine, Kenya

- Distributed food and clothing to street families, Regularly donated blood to Red Cross Kenya

St. John Ambulance Club Official

Jan. 2017 – Nov. 2019

Baringo High School

Eldama Ravine, Kenya

- Participated in First Aid competitions and provided First Aid services during school games competitions
- Led a 60-member team by organizing street cleaning services