**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