

FARAHNAZ MEHRAFZA

North York, ON ♦ (437) 484-4497 ♦ farahmehr1@gmail.com

Core Skills and Competencies

- Team work
- Customer service
- Time management
- Leading experience
- Client Collaboration
- Database Management
- Sale Skills
- Detail oriented
- Responsible
- Computer Literacy
- Microsoft Office

WORK HISTORY

Coach – <i>Toronto Athletic Camps Inc. – Markham, ON</i>	<i>Part-Time</i>	09/2023 – Present
Travel Consultant – <i>Expedia Cruises</i>	<i>Self-employed</i>	08/2023 – Present
Administrative Representative – <i>Mehrafrouz Company – Tehran, Iran</i>		01/2017 – 03/2023
Registered PE Teacher – <i>School Education Department – Tehran, Iran</i>		09/2010 – 09/2022
IT Administrator – <i>Mehrafrouz Company – Tehran, Iran</i>		09/2012 – 01/2017
<ul style="list-style-type: none">• Managed the company's website, including updates and maintenance.• Oversaw the installation, updates, and licensing of software and applications in the company.		
Web Designer – <i>Freelance – Tehran, Iran</i>		09/2011 – Now

VOLUNTEER EXPERIENCE

Program Coordinator – <i>Urban League of Canada – North York, ON</i>	08/2023 – Present
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EDUCATION, CERTIFICATIONS & COURSES

Master of Sport Injuries & Corrective Exercise – <i>Shahid Rajaii University – Tehran, Iran</i>	06/2022
Bachelor of Physical Education & Sport Science – <i>Kharazmi University – Tehran, Iran</i>	06/2009
Associated Degree in Computer Software – <i>Azad University – Tehran, Iran</i>	02/2009

Certifications

Digital Marketing and E-Commerce Certificate – <i>Google Career Online</i>	Expected 03/2024
Advanced First Aid & CPR Certification – <i>Canadian Red Cross – Toronto, ON</i>	09/2023

Online Courses

Introduction to Programming Using HTML and CSS – <i>w3schools.com</i>	2023
Python Beginner – <i>quera.ir</i>	2023
Fundamentals of Project Management – <i>Adelaide University – edx.com</i>	2023
Digital Marketing Foundation – <i>Edenborough University – edx.com</i>	2023
Introduction to Marketing – <i>Edenborough University – edx.com</i>	2023
Finance Essentials – <i>Imperial Business College – edx.com</i>	2023
Finance Foundations – <i>LinkedIn eLearning</i>	2023
Content Marketing – <i>LinkedIn eLearning</i>	2023