

Garvishtha Arya

34 Eleanor Dr., Unit-7, Ottawa, ON, K2E 5Z7

+1-613-890-1085, garvishtha.arya@gmail.com, <https://www.linkedin.com/in/garvishtha/>

Profile:

A design enthusiast with well developed inquisitiveness and perseverance. I tend to think out of the box, love to solve puzzles and follow a diverse yet aesthetic approach while designing. I create visual concepts using computer software and give them a personalised touch with my hand drawings to communicate ideas that inform and inspire customers.

Skills:

- Ability to analyze
- Critical Thinker
- Good Visualization
- Positive Thinker
- Creative Designing and Drawing
- Adobe After Effects
- Adobe Illustrator
- Adobe XD
- Adobe Photoshop
- Adobe Premiere Pro
- BluePrism
- MS Office and Project
- DBMS: MySQL, Oracle DB
- Wordpress
- Languages: C, C++, Java, PHP, HTML, CSS

Relevant Experience:

Team Lead

Jan'2021- Present

National Children's Botanical Garden of Canada, Ottawa, Canada

- To manage a project within the design team from concept to production ensuring projects are delivered on time and budget.
- To provide leadership, set standards and communicate with the team as well as stakeholder and art director.
- Demonstrate excellence in designing skills.

Other Experiences:

Store Associate/Cashier/Customer Support Specialist/Order Picker (Part-Time) Jun'2020-Present

The Home Depot, Ottawa, Canada

- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service.
- Operating cash registers, managing financial transactions, and balancing drawers.
- Achieving established goals.
- Directing customers to merchandise.

Student Assistant (Part-Time)

Nov'2019- Mar'2020

Registrar's Office, Algonquin College, Ottawa, Canada

- Perform different tasks like collecting feedback from students for various services provided by the college.
- Review certain websites and processes and then generating reports with observations and their outcomes.

Project Coordinator-Intern

Jan'2019-Apr'2020

Swoosh Rides, Frankware Consulting, Ottawa, Canada

- Develop and communicate a project plan with roadmap, project schedule and milestones.
- Track project progress and complete required documentations on time.
- Prepare for and lead weekly meetings. Take and distribute meeting minutes and generate weekly status reports.
- Perform testing and quality checks for Swoosh Rides website and mobile application.

Assistant System Support Engineer Trainee**Nov'2018-May'2019**

TATA Consultancy Services, Delhi, India

- Provided technical assistance to customers on inbound telephone tech support calls and through emails.
- Used remote access to perform troubleshooting when needed.
- Walked customers through step-by-step process for troubleshooting hardware issues.
- Used good problem-solving skills for troubleshooting problems.
- Used great customer-service skills.

Technical Assistant Manager**Jun'2018-Nov'2018**

Chillaire Solutions, Gurgaon, India

- Setting up processes with respect to the company's internal software and billing system.
- Built a standard format for company's sales presentation.
- Assisted in building the company's profile.

Research Trainee**Jul'2017-Dec'2017**Institute of System Studies and Analyses, Defense R&D Organization,
Ministry of Defense, Delhi, India

- Interfacing Java and Embedded SQL C Program in X-Windows based simulation Application.
- Provide ready access to all experimental data for the faculty researcher.
- Prepare articles, reports and presentations.
- Code and verify data in accordance with specified research protocol and coding procedures.

Academic Qualifications:**Interactive Media Management****2020-Present**

Algonquin College, Ottawa, Canada

Project Management**2019-2020**

Algonquin College, Ottawa, Canada

Bachelors in Technology (Computer Science)**2014-2018**

Banasthali University, Rajasthan, India

Diploma in Audio Engineering**2015-2016**

Banasthali University, Rajasthan, India

Volunteering/ Positions of Responsibility:

- Volunteered at India Canada Association (ICA) – Diwali Mela. (2019)
- Organized an event to **volunteer to teach the under-privileged students** living in less developed areas near the university during four years of graduation. This initiative is still being carried out at the university. (2014-2018)
- Volunteered for a gift-wrapping activity wherein various stationery items were assorted to be distributed to underprivileged kids. (2015)
- Volunteered for various events during college. The events included were not limited to Annual Diwali Fest, Annual Departmental Fest but also, cleanliness drives and traffic rules awareness campaigns. (2014-2018)
- Member of **Media Team** of MAYUKH'15-National cultural and technical fest. (2015)
- Member of **Management Team (Coverage)** of MAYUKH'16-National cultural and technical fest. (2016)
- **Team Member** of CORONA- Technical club of Banasthali University (2014-2018).
- Member of **Newsletter Team** (Banasthali University). (2014-2018)
- Member of **Social Media Team** (Banasthali University). (2015-2017)
- **Campus Ambassador** (GetMyUni). (2015)

Affiliations:**Member**

Project Management Institute, Ottawa, Canada

Interests:

- Doodling
- Painting
- Skating

References: Available on request