

**Christine Kweri**  
**1911 Victoria Park Ave, Toronto, ON M1R 1T7**  
**647-569-8377, christinekweri3@gmail.com**

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## **SOFTWARE ENGINEERING TECHNOLOGIST**

AGILE EXPERIENCE | EXCELLENT PROBLEM SOLVER | STRONG ANALYTICAL SKILLS

### **SUMMARY OF KEY SKILLS AND QUALIFICATIONS**

- Current student of Software Engineering Technology Advanced Diploma Co-op Program at Centennial College
- Familiar with C#, Unix/Linux, oracle, My SQL server, HTML/XML, Java, Client web applications
- Creative problem solver and a logical thinker
- Excellent time management skills and sensitive to details
- Computer skills include proficiency in Microsoft Word, Excel, PowerPoint, Access and Office 365

### **EDUCATION**

**Software Engineering Technology Co-op Advanced Diploma** Jan. 2020 - Present  
Centennial College, Toronto, ON Expected graduation April 2022  
Current GPA of 3.8/4.5

### **COMPLETED COURSES**

Programming I, II      Web Development      Software Engineering methodologies  
Web Interface Design      Database Concepts      Unix/Linux Operating System

### **Academic Projects**

- Developed and designed a music player, BMI and GPA calculators using C#
- Developed various web applications using JAVASCRIPT, HTML and CSS

### **Bachelor's Degree in Science- Education**

Jan 2002 - Nov 2004

Kenya Science Teachers College, Nairobi

### **EXPERIENCE**

#### **Interpretation Service Contractor**

Jan 2018 - Jan 2020

#### **Immigration and Refugee Board of Canada, Toronto**

- Performed and completed the interpretation work with care, skill, diligence
- Translated all written materials that the BOARD required in connection with the work.
- Performed other interpretational work and services as requested by the Board.
- Performed the work while respecting the meaning and structure of the information being interpreted.

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**Executive Assistant to Executive Director**  
**Metropolitan Community Church of Toronto**

April 2017- Jan 2018

- Provided executive level administrative support to the Executive Director and Program support in the day to day operations as required
- Arranged travel logistics, including flights, ground transportation and/or hotel reservations for the Executive Director
- Prepared statistical reports, draft and answer correspondence, type letters and memorandums, prepare agendas, take / transcribe minutes and follow ups
- Scheduled and coordinated meetings, special events, workshops, grievances, printing of conference materials and registration
- Screened, checked work and financial signing documents for accuracy and conformity with regulations and procedures prior to the Director's signature
- Handled general inquiries effectively, complaints and requests from all levels of staff, media, members of the community and resolve customer service issues.
- Screened, reviewed and prioritized incoming mail and initiate responses on matters not requiring the personal attention of the Director

**Physics/ Mathematics Teacher**  
**Teachers Service Commission- Nairobi, Kenya**

Feb 2005 - Aug 2016

- Checked course outlines, lesson plans, templates, curriculum documents, textbook resources, rubrics, etc. and ensured that all is compliant and consistent with the Ministry of Education curriculum.
- Effectively managed the classroom to maintain a safe, orderly learning environment.
- Ensured the design and delivery of quality instruction to the students of Active Education Learning Centre.
- Classroom Provided constructive feedback based on teacher or tutor's evaluations.
- Provided accurate grading for students' assignments, tests, and exams.
- Addressed issues with students' performance and behavior.