

SUZANNE JOKHU

Toronto, ON

(416) 606 – 6621

sjokhu25@gmail.com

Detail-oriented and solutions-driven professional with 10+ years of experience in administrative and consulting roles, now transitioning into full-stack web development. Equipped with strong problem-solving skills, a keen eye for process optimization, and a passion for learning cutting-edge technologies. Eager to leverage my client relations and technical skills to deliver innovative, user-friendly solutions

SKILLS AND QUALIFICATIONS

- Programming Languages: JavaScript, Python, TypeScript, SQL
 - Web Development: HTML, CSS, jQuery, React, Node.js, Angular, Flask, Django
 - Database Integration: MySQL, MongoDB
 - Operating Systems: Windows
 - Tools and Technologies: Visual Studio Code, GitHub, Microsoft Office 365 (SharePoint, Word, Excel, PowerPoint, Visio, Teams)
 - Excellent communication skills, verbal and written
 - Excellent organizational and time management skills
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EDUCATION

Full Stack Web App Development Diploma

Expected graduation Oct. 2024

Canadian Business College

Projects included:

Online Marketplace – Django

Budget Tracker, Desktop Cleaner, Hangman game, Language Learning App - Python

Online Bookstore - MERN Stack

Recipe Book, Weather App, To-Do-List – JavaScript & jQuery

Online Restaurant - HTML, CSS

RELATED EXPERIENCE

BGRS

Web Content Specialist

2010 – 2022

Role eliminated as part of company-wide restructuring

- Built and maintained SharePoint sites
- Supported onboarding new clients and updating existing clients to ReloAccess.com
- Responsible for standard web content maintenance including but not limited to:

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- Uploaded material on website, ensured content was kept up to date
- Provided support to new and existing clients
- Provided ongoing training to support team on responding to content requests in a timely manner

Key Achievements: Received a Customer Service Award

2008

PROFESSIONAL EXPERIENCE

BGRS

Relocation Property Consultant

2005 – 2010

- Acted as the single point of coordination to relocate an employee/family for a high-volume client
- service environment. This included relocations in Canada and the United States.
- Partnered with local real estate brokers and appraisers to support corporate employee transfer needs
- Managed, administered, and coordinated employee relocation policies.
- Provided the highest level of service within the scope of the relocation policy/program.
- Implemented innovative marketing strategies to facilitate the sale of the employee's home to minimize costs of relocation
- Assisted relocating employees and service providers with the purchase and sale of homes
- Worked with property management company to minimize carrying cost to client
- Coordinated and oversaw the delivery of third-party services