

Kai B. Sawler

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Education:

Information Technology Two-Year Program Nova Scotia Community College – Center of Geographic Sciences Campus Lawrencetown, NS

September 2017 – Present

- Installation and administration of *Windows* and *Linux*-based operating systems, such as networking, firewall creation, and user management; as well as fluency with *Windows Powershell*
- Design and implementation of *Python*-based scripts according to specification documents
- Creating queries and managing databases in *Microsoft MS Access*, *Microsoft SQL*, *MySQL*, and *Crystal Reports*
- Proficiency in web development, including *Adobe Dreamweaver*, and *Notepad++* for HTML and CSS creation and modification
- Introductory *Java*, *C++* and *Javascript* knowledge and management
- Certification in both *WHMIS* (Workplace Hazardous Materials Information Systems) as well as *OH&S* (Occupational Health & Safety)

Horton High School – Greenwich, NS

September 2009 – June 2012

- Preparation of formal, and non-formal, letters; formal documents and memorandums; reports and presentations
- Proficiency in Microsoft Office, including Word, Excel and Powerpoint
- Typing Speed of 80 wpm (Words per Minute) without error
- High School Diploma

Work Experience:

Support Administrator – Novex Software and Development – New Minas, NS

December 2015 – April 2016, September 2016 – Present

- Technical support through phone-based and online systems
- HTML and CSS testing and creation
- Team management, and organizational tasks
- *Linux*-based system setup and debugging

Composer / Sound Designer – Kairi Creative Works Ltd. – New Minas, NS

Freelancing from February 2013 – March 2016, March 2016 – Present

- Writing, recording and production of music on a client basis.
- Mixing & mastering of compositions and sound effects
- Proficiency in most orchestral instruments, foreign included.
- Confidence and calm under pressure & deadlines.