

# RHEA SHARMA

✉ RHEASHARMA0212@GMAIL.COM

☎ (905)-903-9545

📍 AJAX, ON L1T 4J8

## EDUCATION

### Wilfrid Laurier University, Waterloo

Honours Bachelor of Science - Computer Science

September 2020 - Present

Exp. Graduation: April 2024

**GPA:** 3.7/4.0

**Course Work:** Data Structures Database I, Object-Oriented Programming, Discrete Structures, Windows Application Program

## SKILLS

Programming Languages:

**Java, Python, C, HTML/CSS, JavaScript, VBA, SQL**

Tools and Technologies:

**Windows, Git/GitHub, Eclipse, Atom, Visual Studio**

**Code, React, Bootstrap**

- Adaptable to work in high-pressure situations
- Excellent multi-tasking skills
- Prioritizes workload and meets deadlines
- Able to work independently and in a team
- Effective problem solving & decision-making skills

## EXPERIENCE

### Web Developer - Laurier Women in Computer Science

January 2022 - Present | Waterloo, ON

- Creating and managing the LWiCS website using HTML, CSS, and JavaScript.
- Developed an interactive and dynamic website that ensures maximum user experience, generating a **30%** increase in the club's attraction.
- Proactively liaised with the team to ensure efficient and timely delivery of significant progress

### Sandwich Artist - Subway

May 2021 - August 2021 | Pickering, ON

- Processed POS transactions, including cash, debit, and credit purchases or refunds.
- Greeted customers with professionalism and promptness.
- Cleaned, sanitized, and disinfected all workstations before and after each customer.
- Conducted food product inventory counts along with maintaining food safety compliance.

### Crew Member - Rowdy Bird Juicy Chicken

April 2021 - August 2021 | Ajax, ON

- Effectively and efficiently dealt with 50 customers and transactions on average per day
- Reviewed and resolved differences between accounting information and cash drawer
- Managed all customer orders and inventory which increased sales by **25%**

### Program Activity Leader - Boys and Girls Club of Durham

October 2019 - March 2020 | Ajax, ON

- Supervised 15 - 25 children on a weekly basis
- Followed all health and safety procedures
- Engaged the interest and needs of a diverse and inclusive group
- Planned and executed age-appropriate activities both indoors and outdoors

### Administrative Assistant - Sharos Medical Services

March 2019 - January 2020 | Scarborough, ON

- Organized paperwork and files chronologically and alphabetically.
- Increased productivity by **45%** in retrieving files, and customer interactions.
- Scheduled appointments via phone or in-person and processed payments.