

# Nishmeet Kaur

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## PERSONAL PROFILE

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An enthusiastic, detail-oriented, and diligent **Full Stack Software Developer**, recently graduated from the Women in Technology (WIT) Program at Making Changes Association. Professionally skilled at both front-end and back-end web development tools and languages. Able to leverage skills, from previous experience as an Office Administrator, to collaborate effectively with diverse cross-functional teams and ensure client satisfaction. Passionate about continuously learning and adapting to new technologies with a positive mindset for success.

## TECHNICAL SKILLS

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**Languages:** JavaScript, Python, Java, C#, HTML, TypeScript, CSS, SQL

**Framework:** React, jQuery, Bootstrap, Node, Django

**Platform:** Google Drive, Microsoft Windows 10/8/7/Vista

**Applications:** Visual Studio Code, QuickBooks, PyCharm, Adobe Creative Suite (InDesign, Photoshop, Illustrator), Figma, Microsoft Outlook, Word, Excel, PowerPoint, Power Apps, Power Automate, Azure

**Virtual Tech:** Slack, Zoom, Microsoft Teams, Adobe Connect, Google Classroom, LinkedIn

**Email Marketing Tool:** Constant Contact, Mailchimp

## SOFT SKILLS

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**Analytical and Problem-solving** – Achieved a remarkable 30% boost in client satisfaction by conducting advanced data analysis for the business.

**Adaptability and Creativity** – Developed a variety of innovative design templates that truly captured the essence of the brand, ensuring it deeply connected with its target audience.

**Teamwork** – Collaborated with legal professionals and support staff to coordinate case preparation.

## KEY ACCOMPLISHMENTS

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**Expanding Customer Base** – Followed market trends and updated customer-facing portal to meet increasing demand; gained 40 new clients in first 6 months.

**Outstanding Accuracy** – Recognized by upper management during a performance review in 2022 for maintaining an accuracy rate of 92% using QuickBooks tools.

**Digital Engagement** – Designed and executed a series of digital advertisements that increased client website traffic by 20% and improved click-through rates by 15%.

**Brainstorming and Research** – Develop a marketing strategy that increased our conversion rate by 10%.

## PROFESSIONAL EXPERIENCE

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### Full Stack Developer Trainee

**Women in Technology (WIT) Program, Making Changes, Calgary, AB** | October 2024 – April 2025

- Enhanced user experience by developing interactive front-end designs using HTML, CSS, and JavaScript
- Developed and modified code and debugged applications/websites of varying degrees of complexity
- Participated in a group in a Hackathon, using Power Apps to provide a business solutions for an IT Inventory Management Application for Wipro

### Office Administrative Assistant

**Genie Distributors Inc, Calgary, AB** | April 2023 – June 2024

- Managed workflow between staff and prioritize urgent tasks without compromising quality of service
- Developed creative material and important documents for internal and external distribution
- Used online and offline marketing to generate leads, increase visibility and drive sales growth

### Office Administrative Assistant

**Bhasin Travels Pvt Ltd., New Delhi** | April 2018 – Feb 2023

- Boosted brand awareness with target customer demographics for social, print, and email campaigns
- Developed visually engaging marketing materials to support product promotions
- Answered general marketing department inquiries by email, phone and mail

## EDUCATION

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### **Certificate in Full-Stack Web Development with Python Programming**

Women in Technology Program, Making Changes Association – Calgary, AB

### **Bachelor of Computer Application**

Dr. Bhim Roa Ambedkar University – Agra, India

## CERTIFICATIONS

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- **Python** – Coding Bytes
- **Certified Faculty** – NIIT
- **Certificate in Computing** – Indira Gandhi National Open University