

Nitya Sharma

41 Lochleven Dr. Scarborough, ON, M1M 3R9
Snitya31@gmail.com 647-994-9841

OBJECTIVE:

Seeking a summer position in customer service, administration, IT support of in Recreation.

SUMMARY OF QUALIFICATIONS:

- **Excellent computer skills, communication skills and experience dealing with phone.**
- Excellent organizational skills, ability to work with diverse children and staff members.
- Interacts with staff, parents, and participants to provide program information. Ability to work independently as well as in a team environment.
- Follows principles of Healthy Child Development (High Five) and ensures positive experiences and leisure settings for children.
- Proven ability to deal with incidents, problems and comply with Policies and Procedures. Good Problem-solving skills, positive outlook, customer service skills
- Accountable, dependable, and courteous.
- Good communication and interpersonal skills.
- Ability to prioritize work. Exceptional skills in administrative tasks to support program.
- Ability to work independently as well as in a team environment.
- Computer and internet savvy, experienced running/operating multiple software programs at the same time. Comfortable operating several applications simultaneously.
- Comfortable with iOS and Mac software. Experienced using, iPhone, iPad, and MacBook.
- Volunteered in a high school stage crew to manage all the audio technology.
- Volunteered in a not-for-profit organization to capture a video of their program and edit and uploaded it to YouTube for a not-for-profit organization.
- Fast learner can work with minimal supervision. Detail-Oriented individual and pride on accuracy.
- Have valid CPR training.

PROFESSIONAL EXPERIENCE:

City of Toronto, Parks Forestry and Recreation (PFR)

Special Needs Program Staff

July 3, 2023 – August 27, 2023

McGregor Park Community Centre, 2231 Lawrence Ave E, Toronto, ON

- Performed administrative tasks necessary to support the program.
- Provided support to participants ensuring that programs are modified to promote an inclusive environment.
- Advocates on behalf of participants.
- Ensured that consistent behavior management techniques are followed.
- Complies with health and safety procedures when assisting participants with personal hygiene (i.e. Diaper change, feeding etc.), lifts, transfers and life skills.
- Reviews participant files and communicates information with appropriate staff.
- Maintained an inventory of all program equipment and ensures that it is kept in a state of good repair. Reports any damage to equipment and orders supplies.

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- Interacts with staff, participants and the public to provide program information.
- Assists with the delivery of special events.
- Attended and participated in meetings and training sessions.
- Took action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Followed the principles of Healthy Child Development (HIGH FIVE-Æ) in the planning and delivery of programs.

Community Life Exciting Children & Youth Summer Camp/Christian School

Summer Camp Counsellor,

July 2018 – September 2018

140 Dawes Rd, East York, ON M4C 5C1

- Help kids with their activities during summer camp.
- Interacted with parents and communicated with parents about their kid's activities.
- Support kids to learn technology as per their developmental needs.
- Worked in a team environment and participated in training and development sessions.

Srijansil Nepali Samaj (www.snsCanada.ca)

Volunteer Technology Support

July 2019 - Present

Toronto and Scarborough program location

- Volunteered in the SNS program to take pictures, and videos and edit and upload to their social media.
- Lead support on the sound and DJ system for their annual event and programs.
- Volunteered hours as requested by SNS when in need.
- Called parents regarding/ program enrollments, follow up and confirmation.
- Received calls regarding the program, and shared program information.

EDUCATION AND TRAINING

- Software Engineering Technology
Centennial College, Progress Campus
September 2023 - Now
- Grade 12 High School Diploma
Danforth Collegiate and Technical Institute
800 Greenwood Ave., Toronto, Ontario
July 2022