

Nuno Simoes

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EDUCATION

University of Guelph

Bachelor of Computing in Computer Science

Guelph, ON

Sept 2021 - Present

SKILLS

Microsoft Office

Communication Skills

Attention to Detail

Multi-tasking

Teamwork Skills

IT Support

Organizational Skills

Problem-Solving

WORK EXPERIENCE

Student IT Technician (Co-op)

University of Guelph

Guelph, ON

Sept 2023 - Present

- Demonstrated strong problem-solving skills, troubleshooting and diagnosing technical issues efficiently.
- Provided user support and training for both network and business software and hardware.
- Communicated via help desk tickets and provided assistance to end users, ensuring issues were resolved in a timely manner.
- Consistently received positive feedback from customers, earning a gold star rating for exceptional service.

Framer / Administrative Assistant

Ourem Carpentry

Vaughan, ON

Apr 2023 - Sept 2023

- Assisted in project coordination and day-to-day operations, including scheduling appointments, managing crew members, and dealing with contractors and suppliers.
- Followed instructions with accuracy ensuring all work was done according to specific measurements and requirements.

Campus Ambassador

Sazerac Company

Guelph, ON

Sept 2022 - Apr 2023

- Communicated with customers through social media, campus events, and local bars.
- Developed interpersonal skills by communicating with customers on a regular basis requesting feedback.
- Provided valuable insights and feedback gathered from local bars around Guelph, gathering key data about the university student demographic.

Soccer Intramural Official

University of Guelph

Guelph, ON

Sept 2022 - Apr 2023

- Communicated clearly to players and coaches to ensure that a positive and respectful environment was maintained.
- Resolved disputes and conflicts between players in a fair manner to maintain integrity of the game.
- Demonstrated attention to detail by inspecting player equipment prior to games and maintaining accurate game records during the game.