


# Name

email@gmail.com 

number 

in/name/ 

city, BC 

## HIGHLIGHTS AND SKILLS

- Strong ability to read and **comprehend manuals** and perform arithmetic calculations.
- Excellent **team player** with effective **communication** skills.
- strong **problem-solving** abilities and **attention to detail**.
- **Fast learner** with a desire to expand knowledge and skills.
- **Bilingual** – English (Fluent), Farsi (Native).
- Ability to practice **safety procedures**.
- Motivated Sales Assistant committed to providing excellent **customer service**.
- Worked with **flexible time** and was available to come in and help at short notice.

## EXPERIENCE

### Front Desk Volunteer - BCITSA

September 2024 – Present

- Greet students and visitors, providing information about campus services and events.
- Answer phone calls and emails, directing inquiries to appropriate staff.
- Assist with administrative tasks such as filing, data entry, and organizing materials.
- Support event preparation and maintain a welcoming office environment.

### Home Solutions Advisor - Best Buy

August 2023 – December 2023

- Delivered expert guidance on home theater, networking, and smart home solutions, aligning product recommendations with client lifestyles.
- Collaborated with in-store teams and Geek Squad to provide seamless end-to-end service, including consultation, scheduling, and installation.
- Maintained up-to-date knowledge of the latest consumer technology and Best Buy offerings.
- Actively contributed to store sales goals by driving revenue through personalized service and cross-selling.
- Supported seasonal sales peaks with excellent customer service and adaptability in a fast-paced retail environment.
- Utilized point-of-sale systems efficiently to process purchases, returns, and online orders.

### Sales Assistant - Mehr shop

June 2019 – February 2020

- Helped customers find the right cleaning products for home or business use.
- Operated cash register and processed sales accurately.
- Restocked shelves and organized inventory.
- Answered product questions and took phone orders.
- Assisted with daily store upkeep and deliveries.

## EDUCATION

### Computer Systems Technology, Diploma

January 2024 – December 2025 (Expected)

British Columbia Institute of Technology

Burnaby, BC

### Terry Fox Secondary School

September 2022 – August 2023

Coquitlam, BC

## EXTRACURRICULAR ACTIVITIES

- Participated in Robotics competition and ranked 3<sup>rd</sup> in the country.
- Was an elected student representative of the student council.
- Represented Alborz province in national basketball tournaments.
- Created a website for students to buy and sell used textbooks.
- Worked on a project to help educate people about what to do during natural disasters.