

Rajwant Kaur

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232 Felicia Crescent, Nepean, ON, K2G 7G2

Knowledgeable individual with expert knowledge of MS Office, Adobe Creative Suite, HTML5, CSS3, JavaScript, React, and WordPress. Adept at planning, designing, and implementing website structure and navigation layouts. Almost 4 years of experience working as a Web Designer for TrickyDesign, a Website Solution providing company, and 6 years of academic experience. In addition, I am a Project Management graduate, skilled at collaborating with various departments and working closely with coworkers for effective management.

WORK EXPERIENCE:

Special Program Assistant | Algonquin College, Ottawa, ON | Jan. 2023 – Present

- Effectively communicate and coordinate with the instructor to assist in daily lesson plans.
- Provide ancillary supervision to students during class and between classes.
- Provide one-to-one assistance to students to ensure an understanding of concepts.
- Assist with keeping track of student attendance and performance.
- Supervising group activities

Web Designer | TrickyDesign, Kurukshetra, India | July 2018 – Dec2020 | Feb. 2022-Present

- Consult with clients to get their job specifications and desires for their websites to ensure they are satisfied.
- Creating a website design based on the client's preferences of color, font, and style, among others.
- Creating mock-ups of the website and test pages.
- Design graphics, page layouts, animation, and manipulate images to suit web pages, and enhance their beauty to create visual appeal.
- Making the site fully functional through coding.
- Ensure websites are designed in line with the client company's brand image, target audience, and philosophy, amongst other things, to boost company goals.
- Liaise with other web experts, developers, and graphic designers to brainstorm new and better concepts to achieve the best results.
- Ensuring website function and stability across devices i.e., desktop, mobile, and tablet.
- Identifying and fixing functionality issues.
- Making backup files of the website.

AI/PM Researcher | Stonemeadow Consulting Ltd., Ottawa, ON | Jan 2020 – April 2020

- Collaborated closely with the project sponsor, project manager, and team to deliver the project predictor tool in accordance with strict deadlines
- Prepared project documentation, including deliverables, the scope of the project, a resource assignment plan, and a schedule for the project release
- Worked on researching, documenting, and compiling the tasks necessary to develop the AI (Artificial Intelligence) logic for the project predictor tool
- A weekly project status report was posted, including financial statements and the allocation of budgets to other departments
- Coordinated with the project team to prioritize the product backlog and ensure that the project aligned with the product scope
- Facilitated scrum events, such as daily scrum, sprint planning, and sprint review.
- Communicated effectively with business and IT (Information Technology) stakeholders regarding project-related information.

Videographer & Video Editor | Music & beyond, Ottawa, ON | May 2019 – Aug. 2019

- Video recording of more than 20 music-related events at various locations in Ottawa.
- Set up for shots according to production schedules, weather and lighting conditions, and available equipment.
- Evaluated and selected scenes for pacing, entertainment value, and continuity, trimmed shots, and edited content.
- Performed post-production work, including assembling raw material, editing sound, and sequences, and providing a final product within time.
- Used Adobe Premier Pro to edit the footage into the correct order and add effects.
- Used adobe audition to edit the audio.

CERTIFICATION

- **React - The Complete Guide (incl Hooks, React Router, Redux) | Feb. 2022 - Present**
- **WordPress Essential Training | LinkedIn | Feb. 2023**
- **The Complete 2022 Web Development Bootcamp | Feb. 2022 - Oct. 2022**
- **Web Designing Add-on Certificate | Sept. 2016 - April 2017**

EDUCATION:

Project Management | Algonquin College, Ottawa, ON | Sept 2019 - April 2020

- Graduated with a 3.44/4.00 GPA.
- Co-op as an AI/PM Researcher | Stonemeadow Consulting Ltd., Ottawa, ON

Interactive Media Management | Algonquin College, Ottawa, ON | Jan 2019 - Aug. 2019

- Graduated with Honours, 3.98/4.00 GPA.
- Co-op as a Videographer and Video Editor | Music & beyond, Ottawa, ON

Master of Computer Science | Kurukshetra University, India | July 2016 - May 2018

- Graduated with Honours.

Bachelor of Computer Applications| Kurukshetra University, India | July 2013 - May 2016

- Graduated with Honours.

HARD SKILLS:

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| • HTML | • PHP | • Adobe Creative Suite |
| • CSS | • DOM Manipulation | • Video Editing |
| • JavaScript | • APIs | • Motion Graphics |
| • Bootstrap | • Agile Methodologies | • Microsoft Project |
| • jQuery | • UX/UI Design | • Microsoft Office |
| • JSX; Babel | • Unix Command Line | • File Management |
| • Responsive Design | • Git, GitHub | • Microsoft Teams |
| • React.js | • MySQL, | • Zoom |
| • Node.js | • Python | • TeamViewer |
| • Express.js | • Graphic Design | • Visual Studio Code |
| • npm | • Figma, | • Atom |
| • WordPress | • Canva | • Sublime Text |

INTERPERSONAL SKILLS

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| • Communication Skills | • Time Management |
| • Problem Solving | • Attention to detail |
| • Creativity | • Multitasking |
| • Efficient researcher | • Self-motivated |
| • Collaborative Worker | • Accountability |
| • Organizational skills | • Willingness to learn modern technology |
| • Active Listener | |