

RYAN VAN DEN EECKHOUT

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Phone: 226-231-4606

Address: Brantford, Ontario

SKILLS:

- Resilience
- Excellent Self Management
- Research Design Knowledge
- Creative Problem Solving
- Excellent Written Communication
- Excellent Time Management Skills
- Typesetting and Editorial Skills
- Detailed and deadline orientated
- JavaScript, CSS & HTML

WORK EXPERIENCE:

GRADER/MARKER:

08/09/2019 - 17/12/2020

Wilfrid Laurier University, Brantford, ON

- Worked with a large caseload (60-70 students) on a semester basis.
- Assessed student assignments by providing appropriate feedback to improve their work.
- Directed student engagement and provided steps to corrected minor and major editorial issues with their work to achieve better results.

RECEPTIONIST/ASSISTANT:

SEASONAL/2018-2019

Szucs Farms, Walsingham, ON

- Utilized calendar and time management software.
- Managed phone calls and took prompt and efficient notes.
- Used Microsoft Office products: Word, PowerPoint and Excel to augment team discussions and general reports.
- Handled sensitive documents and helped produce business related documentation in a time sensitive manner and according to set priorities.

1ST YEAR ACADEMIC COACH:

08/09/2020 - 17/12/2020:

Wilfrid Laurier University, Brantford, ON

- Conducted e-mail-based interactions with students/supervisors in a time sensitive manner.
- Answered student questions regarding the operation of material manuals and directed them towards appropriate programs and readings regarding their inquiries.

EDUCATION AND PROFESSIONAL DEVELOPMENT CERTIFICATIONS:

BACHELOR OF ARTS: HONOURS – CRIMINOLOGY:

Received in 2020

Wilfrid Laurier University, Ontario, Canada.

OFFICE ADMINISTRATION GENERAL - CERTIFICATION:

Received in 2019

Conestoga College, Ontario, Canada.

CONTINUING EDUCATION - WEB DEVELOPMENT:

June – September 2021

Juno College of Technology, Ontario, Canada.

BASIC SECURITY GUARD TRAINING/LOSS PREVENTION: CERTIFICATE:

Received in 2021

Security Guard Group, Ontario, Canada.

STANDARD FIRST AID & CPR/AED LEVEL C - CERTIFICATION:

Received in 2020