

# ROHAN SINGH

HONOURS SECONDARY SCHOOL STUDENT • RICHMOND HILL, L4E 4N3, ONTARIO, CANADA • +1 (647) 453-0771

## • DETAILS •

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## • LINKS •

[linkedin.com/in/rohansingh24](https://www.linkedin.com/in/rohansingh24)

[overclockedservices.ca](https://overclockedservices.ca)

## • SKILLS •

Adaptability

Effective Time Management

Financial Analysis

Computer Programming

Communication Skills

Problem Solving

Leadership/Teamwork

Computer Skills

Customer Service

Microsoft Office Suite

Computer Hardware

Server Management

Computer Software

HTML/CSS/JavaScript

Linux/Unix

Apple iOS & Mac Software

Windows Environments

Active Directory

Google Suite

Adobe Creative Cloud Suite

Payment Gateway Processing

Domain Management

Visual Studio

IT Security

Remote Desktop

FTP/SSH Environment

## • PROFILE

Hard-working honours secondary school student, who is motivated, driven to succeed, reliable and experienced in project development. Looking to improve the overall business experience, success and service. Devoted to adding to information technology performance, committed to utilizing my skills to further the mission of a company and establishing a good work environment with a strong work ethic, organization and communication skill set.

## • EDUCATION

**Ontario Secondary School Diploma, Richmond Green Secondary School, Richmond Hill**  
September 2018 — Present

Currently working towards achieving an honours Ontario Secondary School Diploma. Looking to further pursue post-secondary studies and enter the computer science field at university.

- Currently achieving a 90% average across two terms
- Received academic honour roll for three past years, averaging above 87%
- Completed Grades 9-11, planned graduation June 2022
- Participating in extra-curricular activities: Cross-country Running & Track Team

## • EMPLOYMENT HISTORY

**Chief Executive Officer at OverClocked Services, Toronto**

January 2021 — Present

Working to provide and manage/administer client-server setups:

- Providing professional-level network administration and development support
- Presented offers regarding server hosting and design services to clientele
- Maintaining and enhancing optimal network and overall service condition
- Organizing and prioritizing to complete projects in a timely and efficient manner.

**Business Development Manager at Current Motors Company, Toronto**

December 2021 — Present

- Managed front-end and back-end development in the company's Portfolio Analyst, Employee Track, and Account Management system.
- Optimized Billings and Information Technology configuration for internal usage
- Performed cost analysis on expense reports and managed generated revenue
- Structured internal financial accounts and reported cash flow to CEO & CFO

**Freelance Developer at Fiverr International Ltd.**

August 2020 — February 2022

- Created Java Server environments for client development projects
- Aided to increase customers overall current project completion progress
- Contributed to client web and communication platforms and usage
- Effectively integrated and linked payment gateways for online business sales

**Carrier at The Liberal, Richmond Hill**

July 2017 — November 2017

- Delivered newspaper and subscribed services & material to residents
- Ensured required material was safely delivered and accessible to residents
- Sorted and packaged material in an organized manner for convenient use/access
- Served as a friendly, hardworking, punctual employee and community member



## ★ VOLUNTEER EXPERIENCE

### Marketing Team Member, Achēv, Remote [Greater Toronto Area]

December 2021 — March 2022

- Attended training seminars regarding maintaining environmental standards
- Utilized knowledge from research & demos to advocate organization topics
- Assisted in training of new volunteers and engaging new virtual members

### Senior Network Administrator, H.E & K Superior Contracting, Richmond Hill

December 2020 — December 2021

- Created and managing web, mail servers & chat services for contracting business.
- Aided in creating Google Business Profile and Google Maps claims,
- Stored/observed analytical data and delivered advertisement and optimizations

### Video Editor, Canadian Gift & Trade Association, Etobicoke

July 2020 — August 2019

- Professionally edited introduction film for Toronto/Alberta Market Trade Shows
- Created and modified animations for logo's, banners, titles and subtitles
- Rendered using premium-grade software and with business-appropriate content

### Interview Assistant, York Region District School Board, Richmond Hill

December 2020 — January 2021

- Introduced and assisted attending parents during parents night conferences
- Scheduled interviews and ensured scheduling was maintained well
- Established a welcoming/open environment for all attending students & parents

## ★ ACHIEVEMENTS

### Honour Roll [Grade 9-11], Richmond Hill

September 2018 — Present

- Achieved over an 87% average overall terms for each year from Grades 9 to 11
- Expected to receive an additional award for the year of 2021-2022 (Grade 12)

### LinkedIn Assessment - Microsoft Office Suite

January 2021 — Present

- Completed and passed the LinkedIn Microsoft Word, PowerPoint, Excel, Outlook, Azure and assessment, scoring within the top 5-15% of all applicants of the test.

### LinkedIn Assessment - Server & Code Based Assessments

August 2021 — Present

- Completed the following LinkedIn Skill assessment tests and scored in the top 5-15% of applicants:

Amazon Web Services (AWS), Git, MySQL, Java, Python, HTML, Windows Server, Cascading Style Sheets (CSS), JavaScript, Search Engine Optimization (SEO), Front-end Development and Machine Learning.

### LinkedIn Assessment - Adobe Creative Suite

September 2021 — Present

- Completed the following LinkedIn Skill assessment tests and scored in the top 5-20% of applicants:

Adobe Photoshop CS5+, Adobe Illustrator CS6+, Adobe Premier Pro CS6+, Adobe XD CS+, Adobe Acrobat & Pro DC, Adobe Lightroom CS5+

## 🔊 REFERENCES

- References available upon request