

SAKSHAM KOHLI

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PROFESSIONAL SUMMARY

Hard working and practical with demonstrated success in personal and social interpersonal skills. Eager to learn and reliable with exceptional skills in assisting others. Calm and collected in stressful situations, with a will to learn.

SKILLS

- Group/ Individual instruction and Safety training
- Customer support and interactions
- Proficient in Microsoft Word, Excel, and other Microsoft Office Programs
- 100+ Words Per Minute typing
- Excellent verbal and written communications
- Excellent computer and software skills (Windows and MacOS)
- Standard First Aid Certification, CPR Training, and National Lifeguard Certification
- Fluent in English and Hindi

EDUCATION AND AWARDS

University of Ottawa

Undergraduate Student

Sep. 2021 – Present

Ottawa, ON

- Bachelor of Applied Science Biomedical Mechanical Engineering
- Ontario Secondary School Diploma with Honour Roll
 - Collaborated with “We R’ VR” project to create virtual paddle ball tracking software
 - Involved with “Aerobics R’ Us” project to create aerobics aid devices for disabled individuals

JOB HISTORY

Lifeguard

June 2019 – Present

Jadaco Recreation

Brampton, ON

- Daily customer interactions to provide information on pool schedules, class timings, and resolving any other concerns
- Relay water chemical levels and emergency accident reports to supervisors
- Supervise facility and enclosure to maintain patron safety
- Responsible for opening and closing facilities daily
- Conduct regular maintenance and cleaning of facility

Floor Representative**Feb. 2022 – Sep. 2022**Real Canadian Superstore**Georgetown, ON**

- Assist customers in locating and choosing merchandise around the store
- Work alongside colleagues to plan and carry out proper rotation of merchandise efficiently for the ease of customers
- Communicate with customers to resolve inquiries and concerns regarding merchandise
- Maintain knowledge of products and inventory to relay to store visitors
- Carry out merchandising of shelves, bins, and end caps regularly throughout the day
- Maintain proper visual appearances of shelves and all products for customers

VOLUNTEER HISTORY

ReStore Volunteer**Jan 2019 – Sep 2019**Habitat ReStore Brampton**Brampton, ON**

- Assist with customer care on the sales floor
- Price and organize furniture or other items
- Work the Cash Register
- Assist customers with loading and unloading items to sell/ donate
- Organize furniture and items on sale

Program Assistant**Jan 2018 – Sep 2018**Brampton Library - Mount Pleasant Village Branch**Brampton, ON**

- Resolve inquiries and assist customers to sign up or cancel summer reading programs
- Assist with registration regarding programs and clubs
- Set up and clean program meetings
- Assist parents and children regarding questions/ concerns

Aquatics Volunteer**Jan 2019 – June 2019**Cassie Campbell Community Centre**Brampton, ON**

- Teach swimming techniques to students
- Assist in class enrolment and answering customer questions
- Organize/ Clean pool equipment
- Help with any equipment or aids needed for classes