

Shivam Sethi

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Education

Bachelor of Science Animal Biology Major (Co-op)

Thompson Rivers University, Kamloops, BC

Jan 2017 to May 2023

- Developed a strong foundation in *fieldwork*, *data analysis* and reporting through experience with scientific research.
- Demonstrated good communication skills through interactions with professors, classmates, supervisors, and coworkers during my time at the university and in the workplace.
- Advanced computer knowledge and proficiency. Ability to work efficiently with various management information systems in Microsoft Word, Excel, PowerPoint, and online booking systems like Microsoft and Google Calendar.

Associate of Science General | Thompson Rivers University, Kamloops, BC

Jan 2017 - Dec 2019

Graduated with an associate of science degree and then continued to work towards a bachelor's degree.

Experience

Lab/Weight Technician Co-op | Activation Labs, Kamloops, BC

Jan - Apr 2022

- Conducted accurate and reliable analytical testing of various samples, ensuring precise results in the weighing room.
- Managed inventory, supplies, and equipment with strong organizational and time management skills.
- Maintained clean, safe, and organized laboratory facilities while monitoring sample quality.
- Implemented cause analysis tools to identify and address non-conforming results, improving test result accuracy.
- Provided technical coaching, conducted safety checks, ensuring regulatory compliance in a lab environment.
- Performed daily calibration, preventative maintenance, and troubleshooting of analytical instruments, optimizing laboratory efficiency.

English, Math, and Science Tutor | Thompson Valley Kids, Kamloops, BC

April - June 2023

- Exceptional knowledge and expertise in English, Math, and Science for grades 1-8, coupled with a solid understanding of curriculum requirements and the ability to effectively teach and explain concepts.
- Ability to adapt teaching methods to accommodate diverse learning styles, provide personalized attention, and create a supportive learning environment. For instance, I might use visual aids when teaching a lesson to students who prefer a more visual learning style. I might also provide additional time and help for students who need extra assistance.

Security Shift Supervisor | Paladin Security, Kamloops, BC

Dec 2017 - Present

- Supervised the TRU campus security staff, ensuring compliance with established policies and procedures and maintaining a safe and secure campus environment.
- Maintained security systems and equipment to ensure operationality and excellent condition.
- Prepared and presented detailed security reports and documents, highlighting incident events, and providing actionable recommendations to improve security measures.
- Participated in emergency planning and drills, effectively managing emergencies, and ensuring a rapid response to any security incidents leading to a supervisor position.

Pet Food Distributor | Four Paws food bank, Kamloops, BC

July 2021 - Present

- Implemented a streamlined system to track donations and distribution, resulting in improved inventory management and increased accountability.
- Demonstrated excellent communication and interpersonal skills while working with donors, volunteers, and pet owners, leading to positive relationships and successful outcomes.

Intercultural Peer Mentor | Thompson Rivers University, Kamloops, BC

Jan 2019 - Apr 2023

- Participated in TRU campus diversity, inclusion, and equity meetings.
- Organized and helped facilitate multicultural events at TRU | Storied Servings through IDays 2023
- Matched students from different cultural backgrounds to learn from each other, share their experiences, and build supportive relationships.
- Worked closely with students from diverse cultural backgrounds. Assisted in the navigation of cultural differences, challenges, and opportunities.

Front Desk Associate | ECP-PF HOLDING- PLANET FITNESS, Kamloops, BC

May - Oct 2020

- Successfully greeted and completed check-in procedures for numerous arriving guests daily, utilizing computerized methods, to ensure a high level of guest satisfaction and enhance the overall guest experience.
- Significantly contributed to club sign-ups by actively promoting membership packages to potential customers and answering customer inquiries, leading to an increase in membership sales.
- Demonstrated exceptional customer service skills while responding to customer inquiries and providing accurate and helpful information to ensure customer satisfaction and retention.
- Maintained a high level of professionalism and attention to detail while carrying out job responsibilities, ensuring the accuracy and efficiency of the check-in process.

Professional Development and Certification

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| • Basic and Advanced Excel , <i>goskills</i> | May 2023 |
| • OFA level 1 with transport endorsement , <i>Valley First Aid</i> | December 2022 — Present |
| • WHMIS , <i>Thompson Rivers University</i> | January 2022 — Present |
| • Adobe MAX conference attendee , <i>Adobe Campus, Los Angeles</i> | October 2022 |
| • BC Security License , <i>Justice Institute of British Columbia</i> | March 2017 — Present |
| • Job Fair 2023 Attendee , <i>Thompson Rivers University</i> | February 2023 |
| • Class 5 BC Drivers Licence , <i>ICBC</i> | Nov 2022- Jul 2025 |
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