Sumeet Kaur Brar

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KEY SKILLS

Technical skills

- Basic knowledge of Java, Python, HTML, CSS, and JavaScript
- Proficient skills in troubleshooting /testing and debugging
- Experience with Windows10, Windows7, and Microsoft office tools namely Word, Excel, Access, Outlook, and Power Point, Spreadsheet, Database, and Graphics
- Knowledge of Linux and Microsoft servers
- Knowledge of CCNA1(Routing and switching, IPv6 and subnetting)
- Knowledge of troubleshooting problems in a computer and providing solutions

Professional attributes

- Proficient usage of Microsoft Office, Windows, TCP/IP
- Strong critical thinking skills and the ability to evaluate designs, plans and production targets
- Flexibility to work in complex environments and projects
- Effective learner, empathetic listener with excellent time management skills
- Developed magnificent teamwork and leadership skills during participation in inter-school technical festivals

Personal attributes

- Proficient in communication, planning and organizational skills
- Self-motivator and the ability to motivate others
- Keep up to date with industry best practice
- Attentive, organized, and able to prioritize tasks for optimum efficiency

WORK EXPERIENCE

Software tester – Full time   May 2021-Present
Gatekeeper Systems Inc.

- Review and analyze system specifications.
- Collaborate with QA Engineers to develop effective strategies and test plans.
- Execute test cases (manual or automated) and analyze results.
- Evaluate product code according to specifications.
- Create logs to document testing phases and defects.
- Report bugs and errors to development teams.
- Help troubleshoot issues.
- Conduct post-release/ post-implementation testing.
- Work with cross-functional teams to ensure quality throughout the software development lifecycle.

Technical Writer – Part time   Jan 2021 – May 2021
Technical Writer – Intern   Sept 2020 – Jan 2021
Gatekeeper Systems Inc.

- Hired part-time after 4 months internship.
- Research, outline, write, and edit new and existing content, working closely with various departments to understand project requirements
- Work with development and support leads to identify all documentation repositories, revise and edit, and determine the best solution for data compilation and centralized storage
- Independently gather information from subject matter experts to develop, organize, and write procedure manuals, technical specifications, and process documentation
- Volunteered as software tester where main job duties included testing DVR's and cameras, solving tickets through Jira and making software test plans on confluence and Bitbucket.

Lab Monitor—Contract   Jan 2021-May 2021, Jan 2020 – May 2020
University of the Fraser Valley

- Monitor computer labs
- Performed academic tutoring in Python and Business Management Application courses
- Resolve course related queries and problems of students
- Responsible for troubleshooting computer hardware, printer and network related issues and escalate issues to professor if necessary.

- Provided students with one-on-one tutoring and regular out of class assistance.
- Holding office hours with students to review materials, answer general questions, and provide some assistance on assignments.

Shift Supervisor   Sept 2019 -Sept 2020

Tim Hortons
- Consistently provide friendly guest service and heartfelt hospitality.
- Perform all position responsibilities accurately and in a timely manner.
- Prepare all food orders within a 2-3-minute time frame.
- Report to each shift on time and ready to work.

VOLUNTEER EXPERIENCE

Student Life Ambassador   Sept 2019

University of the Fraser Valley
- Received training on how to welcome new students by establishing a relationship with them, coordinating games, and how to guide them through their first university experiences
- Directed a team of 12 members and organized some fun activities

EDUCATION

Bachelor of Computer Information Systems   Sept 2023 - Present
Computer Information Systems Diploma   May 2019 – May 2021

University of the Fraser Valley
- Relevant courses include End User Training & Support, Networking Theory and Applications, Intermediate Web Programming, Object-Oriented Programming, Discrete Math, System Hardware Concepts
- 3.98 out of 4.25 GPA
  - Dean's List (recognition for high GPA achievement)

AWARDS AND ACCOMPLISHMENTS

- Gold medal in National Basketball Championship
- Dean's List (recognition for high GPA achievement)
- Won first position in interschool speech and debate competition
- Secured 4th state rank in Computer Olympiad

REFERENCES

Kirandeep Bhatti - Manager, Classification and Rate Modification Program at WorkSafe BC - +1 (604) 789-1503
Manpreet Sidhu – Works at WorkSafe BC - +1 (250) 299-4208
Chi Nguyen – Manager at Gatekeeper Systems - https://www.linkedin.com/in/chinguyenkhanh/
Pankti Shah – Coworker at Gatekeeper Systems - https://www.linkedin.com/in/pankti-shah-qa/