

Syed Abdul Hadi

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Profile

Motivated high school student seeking professional experience, to apply and further develop working skills.

Experience

2021/11 – 2022/04
Toronto, ON

Library Assistant

Longpre Library - Marc Garneau Collegiate Institute

- Organized and classified 100+ library readings and materials of 20+ genres and types
- Identified and emplaced new books in collections (according to genre, last name, etc.)
- Utilized library software to catalogue books, and maintain records
- Built and arranged new space for incoming books and materials
- Followed standards to maintain a neat and organized environment in the library
- Planned and improved the shelving of books to enhance students experience in the library

2019/06 – 2023/02
Toronto, ON

Community Car Wash

Vicora Residential Car Wash- 60 Pavane Linkway

- Managed and led a team of volunteers to wash, vacuum, and clean local cars
- Arranged and maintained stock of cleaning supplies and cleaning equipment
- Ensured other volunteers implemented safety standards and used proper equipment
- Budgeted profit and expenses in Excel
- Disrupted flyers and advertised on social media

2021/12 – 2023/05
Toronto, ON

Classroom Assistant

Marc Garneau Collegiate Institute

- Planned out various educational activities for students with teachers
- Collaborated with other volunteers to prepare classroom environments for the next day
- Designed school worksheets using Google Docs.

Education

Toronto, ON

Marc Garneau Collegiate Institute

- Diploma expected June 2024

Skills

- | | | |
|-----------------|-------------------|--------------------|
| • Communication | • Organization | • Time Management |
| • Leadership | • Computer Skills | • Customer Service |