**HARGUN KAUR**

Brampton +1 289 885 5482 kaurhargun032@gmail.com

**PROFESSIONAL SUMMARY**

Motivated and reliable student seeking a part-time job in Toronto to support my education and gain Canadian work experience. Eager to contribute my strong work ethic, positive attitude, and dedication to a team environment. Passionate and results-driven leader with a strong focus on communication, organization, and teamwork. I excel in coordinating tasks independently while also contributing effectively to team efforts. My dedication to delivering high-quality results is evident in my attention to detail and commitment to maintaining confidentiality and professionalism.

**SKILLS**

* **Proficient in using MS Office Suite (MS Word, MS Excel, MS PowerPoint)** for data entry, document creation, and data analysis tasks, with a word stroke per hour rate of 15000.
* **Familiarity with** database software and data analysis tools, ensuring accurate and efficient transfer of data between software systems.
* **Strong attention to detail and accuracy, demonstrated through the ability to verify data integrity and completeness during data entry processes.**
* **Skilled in** handling a fast-paced work environment with tight deadlines, maintaining productivity and quality while working under pressure.

**EXPERIENCE**

**Student Associate**

Sheridan College Davis Campus, Brampton May 2024 - Current

* Participated in organising student events and activities
* Collaborated with other members to improve student life and engagement

**EDUCATION**

Diploma in Computer Engineer Technician                                                                                 May 2024 - Current

Sheridan College Davis Campus, Brampton.

**Technical Skills:**

* **Office Suite**: Microsoft Word, Google Docs
* **Adobe Creative Suite**:
  + Adobe After Effects (Intermediate/Advanced): motion graphics, video compositing
  + Adobe Premiere Pro (Intermediate/Advanced): Professional Video editing, color correction, audio synchronization

**AVAILABILITY**

Monday - 7pm - closing

Tuesday - 8am - 2pm

Wednesday, Thursday and Friday - 8am - 5pm

Thursday and Friday - Full day