

## **Alex Shusterman**

9 Northern Heights Dr., Richmond Hill Ontario L4B 4M5

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### **Qualifications**

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- Self-motivated, organized, and able to work independently
- Exemplary problem-solving skills and multi-tasking skills
- Specialist in computer hardware
- Excellent team player
- Strong communication, interpersonal and presentation skills
- Computer skills include: Word, Excel, PowerPoint. Familiar with HTML and CSS database queries
- Fluent in English, Hebrew, Russian

### **Awards and Achievements**

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- Received junior achievement certificate of Accomplishment award in Entrepreneurship fair, 2015.
- Won award at Junior-High school Science Fair, 2015
- Achieved an Academic Award in ESL-level 5, 2016
- Participation at Nova Scotia track and field competition in 2015
- Earned an award for participation in customer service excellence, 2016

### **Volunteer Experience**

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**Tennis Coaching** **2016**

#### **Antibes Community Centre**

- Taught youth how to play and understand Tennis
- Aided with organization and preparation of needed equipment

**Ready for School Program** **2016-2017**

#### **JIAS Toronto: LINC- English Classes for Immigrants**

- Taught young students and evolved their understanding of the English language
- Assisted in equipment and material distribution
- Helped assisting teachers with the teaching of the Canadian history to young students

**Walk with Israel** **2017**

#### **Jewish Toronto: United Jewish Appeal (UJA)**

- Contributed to providing necessary equipment for the event attendees
- Made sure to bring the boxes/packages required to the place of the event
- Organized team members to ensure teamwork and create a friendly working environment

**Customer Service** **2018**

**Jewish Toronto: Jewish Immigrant Aid Services (JIAS)**

- Made phone calls to customers to provide with information regarding important dates and events
- Made sure to provide invitations by phone or by message to events
- Organized contacts and assisted with the creation of the excel project

**Research Assistant** **2019**

**Gordon Sussman Clinical Research Office**

- Assisted and recorded research files and organized large amounts of data
- Obtained Vitals PFT spirometry, peak flow and subject's height and weight
- Corrected filing and archived Clinical trial documents and the maintenance of study files

**Data Entry** **2019**

**York University: Sherman Health Science Research Centre**

- Tracked and Inputted informational data about patients through database
- Compiled, sorted, and verified the accuracy of hundreds of patients to match records

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**Work Experience**

**Ready for School Program- Teacher Assistant** **2018**

**JIAS Toronto: LINC- English Classes for Immigrants**

- Taught young students and evolved their understanding of the English language
- Assisted in equipment and material distribution
- Helped assisting teachers with the teaching of the Canadian history to young students

**Receptionist** **2019**

**Thornhill Park Tennis Club**

- Received payments for court bookings through phone and in person
- Kept the working area clean through vacuuming and constant checkups
- Managed online paperwork of various events through excel

**Retail Sales Associate** **2019**

**TELUS/Koodo (TK)**

- Exceeded monthly sales goals for handsets, cellular activations, and accessories
- Trained customers set-up, operation, and maintenance of mobile handsets
- Provided strong customer service to 20 customers/day through personalized guidance

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**Education**

**Standard First Aid and CPR** **2017**

**Westmount Collegiate Institute - High School Graduate**

**York University Student - Kinesiology & Health Science** **2018**