**A**ni **a**brahamian

65 Huntingdale Blvd, suite #1506

Toronto, ON

M1W 2P1

[Ani.a24@hotmail.com](mailto:Ani.a24@hotmail.com)

(647) – 892 - 7474

**EDUCATION**

[January 2013 – present] **Centennial College**

* Software Engineering Technology student
* Concrete knowledge of Microsoft Office Applications
* Excellent computer skills including basic programming

[September 2006 – June 2010] **A.R.S. Day School**

* Excellent computer and literacy skills
* Successfully participated in the Waterloo Pascal and Fermat math contests

**WORK EXPERIENCE/VOLUNTEER**

**Summer Camp Counselor**

*A.R.S. Summer Camp*

[July 2011 – August 2011]

[July 2012 – August 2012]

* Being responsible for children between the ages 2-5
* Organizing activities and games
* Creating a comfortable, safe and fun environment for the kids
* Serving as a positive role model for the campers
* Being punctual and organized

**Assistant Basketball Coach**

*A.R.S. Day School*

[September 2012 – March 2013]

* Assisting the basketball coach in taking responsibility for children ages 10-14
* Organizing practices, tasks and drills
* Being present at every game and practice
* Help encourage and motivate the kids

**Basketball Coach**

*Homenetmen Toronto Athletic Organization*

[September 2010 – September 2011]

* Taking responsibility for children ages 9-13
* Organizing practices and drill
* Teaching the importance of teamwork

**Administrative Assistant**

*Corporate Communications*

[September 2009 – June 2010 ]

* Provide administrative support including answering telephones, assisting customers and resolving problems
* Establish, maintain and organize a range of data
* review, screen and distribute incoming and outgoing mail and phone calls
* Capable of using Microsoft Word, excel, access and PowerPoint
* Able to rapidly enter data into a computer

**HIGHLIGHTS**

***Skills Summary***

* Ability to speak both English and Armenian fluently
* Dedicated, hardworking and punctual
* Outstanding communication and organizational skills
* Exceptional leader, having the ability to encourage and motivate a team of people in achieving a common goal

***Technical Skills***

* Knowledge of C# and Java programming languages
* Concrete knowledge of web development languages such as HTML5 and XML
* Basic knowledge in JavaScript
* Proficient with using MS Word, MS Access, MS PowerPoint and MS Excel
* Basic knowledge of UNIX/Linux and Macintosh operating systems

**EXTRACURRICULAR ACTIVITIES**

[2009 – Present] Member of the Armenian Youth Organization of Canada

[2006 – Present] Member of the Homenetmen community basketball and soccer team

[September 2010 – June 2011] Vice president of the A.R.S. Day School humanitarian club

[September 2010 – June 2011] Captain of the A.R.S. Day School senior girls’ basketball team

**AWARDS**

**2011** Ontario volunteer service award

**2009** “Certification of distinction” from the Centre of Education in Mathematics and Computing, for ranking top 25% in the Fermat Waterloo math contest