

Asfi Hassan

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EDUCATION

University of Windsor

Bachelor of Computer Science with Honour's

Windsor, ON

Sep. 2023 – Present

WORK EXPERIENCE

Program Administration Support Clerk | Ministry of the Solicitor General

Sep. 2025 – Dec. 2025

- Oversaw the flow of information, tracked documents, and maintained accurate records using internal online applications.
- Gathered and verified information, liaised with appropriate contacts to obtain clarification or share data across departments.
- Established and maintained a structured filing system for confidential materials and operational documents.
- Prepared various correspondence, including letters, memos, reports, charts, graphs, and standing orders, ensuring accuracy and consistency.
- Proofread documents for grammar, formatting, and data accuracy in compliance with ministry standards.
- Deployed software and operating system upgrades across institutional devices, ensuring compatibility, application stability, and secure VPN protocol configuration while providing basic first-level IT support to coworkers.
- Utilized a confidential database to query and retrieve specific information, supporting administrative and operational decision-making.

SEO Student Office Assistant | Ministry of the Solicitor General

May 2025 – Aug. 2025

- Prepared and organized correspondence, performed data entry and word processing functions, and created a variety of documents.
- Assisted with archival and filing projects by following rules for file retention and destruction, using technology to manage documents.
- Conducted research, performed analysis, and input data into internal systems.
- Deployed Software and OS upgrades across organizational systems, ensuring compatibility, application stability, and secure VPN protocol integration.
- Effectively managed files and priorities by organizing records, verifying data accuracy, and resolving issues under tight deadlines.
- Maintained or updated secure, organized document systems using MS Word and Excel, ensuring accurate tracking and confidentiality of information.

Part-Time Cashier/Closer | Little Caesars

July 2022 – Dec. 2024

- Managed customer transactions efficiently, handling cash, credit, and mobile payments.
- Assisted in preparing and packaging food items during peak hours to ensure smooth operations.
- Trained new employees on register operations and customer interaction best practices.

PROJECTS

Java Expense Tracker | Java, HTML, CSS VS Code, OOP Concepts

Jan. 2025

- Developed a Java-based application to track income and expenses, categorized by type.
- Implemented dynamic balance calculations and category-based summaries.
- Utilized Object-Oriented Programming (OOP) principles for modular and maintainable code.

Employee Management System | Python, SQLite, VS Code

Dec. 2024

- Developed a Python application to manage employee records using an SQLite database.
- Implemented CRUD operations for storing and updating employee details.
- Designed a menu-driven interface for streamlined database interactions.

Socket Messaging System | C, VS Code, Unix/Linux (Cygwin)

Nov. 2024

- Developed a multithreaded chat server handling concurrent client communication.
- Implemented message broadcasting and connection management using mutex locks.
- Designed scalable solutions for efficient real-time messaging.

WestEnd | HTML, CSS, JavaScript, Stripe, VS Code

April 2024 – 2025

- Built a fully functional e-commerce website with secure payment integration using Stripe API.
- Designed interactive product galleries and responsive store pages.
- Enhanced user engagement with seamless browsing and checkout experiences.

EXTRA-CURRICULAR ACTIVITIES

Technician / Programmer | *FIRST Robotics Team*

Nov. 2022 – April 2023

- Enhanced the robot's autonomous functionality, earning judges' recognition in competitions.
- Programmed and optimized the robot for competition readiness.
- Collaborated with peers to improve robot precision for local and regional contests.

Volunteer | *Windsor Public Library*

July 2021 – Aug. 2021

- Helped over 10 children explore STEM concepts through robotics and programming games.
- Organized daily activities fostering creativity in technology and robotics.
- Received positive feedback from participants and staff for inspiring curiosity in STEM.

CERTIFICATIONS

Certified Python Developer | *W3Schools*

Dec. 2024

Certified Java Developer | *W3Schools*

Dec. 2024

Certificate of Continuing Education Completion | *Cybrary*

July 2024

TECHNICAL SKILLS

Languages: Java, Python, C, SQL, HTML/CSS, JavaScript

Tools: GitHub, Docker, VS Code, Vim, PyCharm, Eclipse, MS Office, Excel, Word

Operating Systems: Windows, Unix/Linux (Ubuntu, Cygwin)