

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 in a highly secure and confidential government building.
- 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

AI Expense Tracker | *Java, HTML, CSS, JavaScript, VS Code*

Dec. 2025

- Built an AI-enhanced web + Java application to track income and expenses with smart category prediction.
- Implemented automatic balance calculation, category summaries, spending analytics, and insights.
- Designed an intuitive UI and modular architecture for scalability and maintainability.

File Mapping Software Engineering Project | *Python, SCRUM/Agile, UI Prototype*

Dec. 2025

- Developed a Python-based system capable of mapping version changes across multiple programming languages such as Java and C.
- Produced a full formal Software Engineering report covering design, methodology, evaluation, and accuracy testing on a real dataset.
- Designed a UI prototype demonstrating workflow visualization and user interaction for future implementation.

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 synchronization.
- Designed scalable solutions for efficient real-time messaging.

EXTRA-CURRICULAR ACTIVITIES

Technician / Programmer <i>FIRST Robotics Team</i>	Nov. 2022 – April 2023
<ul style="list-style-type: none">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 <i>Windsor Public Library</i>	July 2021 – Aug. 2021
<ul style="list-style-type: none">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 <i>W3Schools</i>	Dec. 2024
Certified Java Developer <i>W3Schools</i>	Dec. 2024
Certificate of Continuing Education Completion <i>Cybrary</i>	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)