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ASHKAN TABE

1914th Ave, Suite 200, West Vancouver, BC V8M 1G5 | 604 719 1164 | ashkan.tab@gmail.com

Professional Summary

Highly organized and meticulous Administrative Assistant with experience in corporate office settings. Adept at preparing and maintaining files, greeting visitors and restocking supplies. Good communicator and planner with strong judgment and critical thinking abilities.

Skills

Download

[Programming language] proficiency

[Software] expertise

Expert in Java, PHP and Perl

Work History

Computer Programmer

09/2007 to 09/2019

Ayandeh Bank – Vancouver, British Columbia

Designed and developed [Type] and analytical data structures

Directed [Software] software design and development across [Number]-member development team while remaining focused on meeting client needs for functionality, timeline and performance

Consulted regularly with internal customers on application development project status, new project proposals and software-related technical issues

Evaluated potential software products based on new and existing system development and migration requirements

Education

Master of Science: IT

Expected in 01/2021

Danesh - Danesh, Tehran Province

Accomplishments

Problem Resolution

Responsible for support and development of company disaster recovery plan. Served as advocate for end-users, performing tests and problem analysis for server, desktop and IT infrastructure work

Given a priority project after the previous Q&A specialist abruptly left the company, completing the project on time and within budget through dedicated oversight

Certifications

Microsoft Certified Professional Developer certification

Certified Master Trainer

CompTIA Certified Technical Trainer (CTT+) certification

9/5/2019

Finalize Resume - My Perfect Resume

HEADING SIZE

14 pt

TOP & BOTTOM MARGIN

FONT STYLE

Century Gothic

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SIDE MARGINS

SECTION SPACING

PARAGRAPH SPACING

PARAGRAPH INDENT

LINE WEIGHT