

EDUCATION

UNIVERSITY OF TORONTO: MISSISSAUGA CAMPUS

Graduated: 2020
Bachelor of Arts
Major: Digital Enterprise Management

SHERIDAN COLLEGE: TRAFALGAR CAMPUS

Graduated: 2020
Certificate
Major: Digital Communications

COURSES

- Web Culture and Design
- Intermediate Web Design
- E-business Strategies
- Project Management
- Technology and Creative Expressions
- Information Systems
- Online Advertising and Marketing
- Innovation and Entrepreneurship
- E-Business Technologies
- Human-Computer Interaction and Communication
- Marketing Information Products and Services
- Introduction To Web Programming
- Foundations of Finance

SKILLS

Technical

Microsoft Office Suite (Word, Publisher, PowerPoint, Excel), Adobe Creative Suite (Premiere, Photoshop, Illustrator, Dreamweaver), Flash, iMovie, Wordpress, Figma, Basic JavaScript & JQuery

Transferable

Leadership, Teamwork, Communication, Organizational, Time Management

WORK EXPERIENCE

UNIVERSITY OF TORONTO- MISSISSAUGA

Orientation Program Leader May 2019 - Current

- Developing and implementing programming and events for 500+ students
- Created online training modules and conducted in-person training sessions for over 100+ staff and volunteers
- Implemented new software programming for staff management

UNIVERSITY OF TORONTO - MISSISSAUGA

Community Engagement Assistant Jun 2018 - Apr 2019

- Managed long-term community engagement projects ranging from marketing, product development, research and event planning with a team of 20 volunteers
- Created growth mindset storylines for children's books that are in the publication process
- Hosted community events at various locations or platforms such as webinars to ensure parents, youth and other members of the community members are being reached

POPEYE'S LOUISIANA KITCHEN

Crew member May 2017 - May 2019

- Performing effectively in fast-paced environments without compromising quality
- Providing excellent customer service ensuring customer satisfaction and resolving conflicts as they arise

EXTRA CURRICULAR EXPERIENCE

UNIVERSITY OF TORONTO - MISSISSAUGA

DEM Association VP Internal Aug 2019 - April 2020

- Managing all internal operations within the executive and associate team
- Organizing numerous academic and personal development workshops and events for the student body
- Responsible for managing relationships with members of the UTM community, consisting of faculty and other student groups.

UNIVERSITY OF TORONTO - MISSISSAUGA

LAUNCH Leader Sep 2019 - Dec 2019

- Facilitated 11 sessions with a group of 20 first year students as a mentor
- Connected students with the resources they needed to be successful in their university career and supported their transition

UNIVERSITY OF TORONTO - MISSISSAUGA

Orientation and Outreach Ambassador Aug 2017 - Apr 2019

- Worked with a team to execute a successful orientation week for over 200+ students
- Fostered a welcoming and friendly environment for new students and helped navigate them around the campus
- Developed a blog schedule and drafted multiple blog posts for incoming students that is to be released over the Summer of 2019

BEING ME, TORONTO

Online Marketing Associate Nov 2016 - Jul 2017

- Promoted event using social media accounts (i.e. Facebook, Instagram and Twitter) and successfully increased number of followers and shares
- Designed and implemented engaging social media posts to encourage ticket sales and greater turnout at event