

AUSTIN CHIMA

Scarborough, Ontario. | 437-268-7808 | austinchima515@gmail.com

Skills

- Adaptability
- Communication
- Problem-solving
- Teamwork
- Empathy
- Positive language
- Time-management

Experiences

WASH 'N' TUMBLE LAUNDRY SERVICES

Nigeria 2017-2023

OFFICE ADMINISTRATION

- Handled visitor inquiries and concerns, verification of appointments and leading them to the appropriate personnel.
- Worked with Microsoft Word and Microsoft Access.

KILIMANJARO RESTAURANT

Nigeria

Time Span = 12 months

- Ensured customers felt welcome and comfortable.
- Took customer orders and made sure it was as they had requested.
- Handled customer enquiries and issues regarding our services.

Education

CENTENNIAL COLLEGE

Toronto, Canada

- Software Engineering Technology

January 2024 – September 2026

- West African Senior School Certificate Examination (WASSCE)

2022

Certifications

- Introduction to Generative AI

Google Cloud Skills Boost (2023)

References

Reference

Available on request.