

Bibek Poudel

Computer Programming Student

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<https://github.com/bib-1>

647 684 0109

TECHNICAL SKILLS

- **Programming languages:** Intermediate experience in Java, C, Python, C#, MySQL, Swift, HTML5, CSS3, JavaScript, and PHP
- **Tools Used:** Visual Studio, Visual Studio Code, MySql Workbench, FileZilla, SSMS, Azure, IntelliJ and PowerBI
- **Framework:** Bootstrap, ASP.NET
- Familiar with **Webpage development** using WordPress,

SOFT SKILLS

- Flexible to work **independently** using strategic thinking and in a **team-oriented environment** with mutual co-operation.
- Ability to work under pressure by using **time management** and **work prioritization** skills.
- Strong **interpersonal** and **analytical** skills obtained during my academic & coop projects.
- Solid verbal and written **communication** skills.
- Self-motivated and **takes initiative** for assigned work and **extra responsibilities** and always puts in extra effort to complete a challenging task without giving up.
- Quick **e-learning enthusiast** which helps to gain knowledge without being dependent on others.

EDUCATION

Computer Programming Co-op Diploma Program

Jan 2021 – Present

Georgian College, Barrie, ON Canada

- **Courses:** Math, Web Development, Object Oriented Programming, Networking, Project Management Internet of Things, Entrepreneurship and Relational Databases
- **Dean's List Student** (Above 90% in all semesters).
- **Recipient of Georgian Alumni Bursary**

PROJECTS

- Created **word-guessing** game, **data visualization app** and **Google Book Api** using Java and JavaFx.
- **Arduino based game** word-guessing.
- Created **Product promotion page** and **Movie Database Website** using HTML, CSS, and JavaScript
- Developed a **Library Management System** with CRUD operation, authorization and authentication implemented using C# and Asp.Net Core.
- Developed **fully functional webpage** using PHP

EXPERIENCES

Vice President of Administration

May 2022 - Present

Georgian College Student Association

- Compile agenda items for all executive meetings and distribute at least 24 hours before each meeting.

- Take a minute and take attendance at all meetings.
- Coordinate any special guest presenters at executive or ambassador meetings.
- Act as the liaison for student clubs and associations to ensure they are organized, well executed and representative associations.
- Review and update the club and associations package and the constitution that governs club and associations.
- Approve all payment authorization forms by club and associations (working with financial officers when required).
- Keep accurate records of revenues and expense for clubs and associations.
- Maintain club and meeting files.

Library Assistant

January 2021 – April 2021

Georgian College A.A.& T.

- Responded to the student, faculty, and public inquiries on topics such as Reference questions, the library's catalog, directional assistance within the building and campus, as well as about the **library's computer and printing system**.
- Assisted in circulation and **administrative duties** via SIRIS Workflows (ex. checking-out and checking in of books, processing fines, item search and display).
- Fixed the **hardware and software issues** related to library's computers, printers, and photocopiers.
- **Organized and maintained** a wide inventory of books, magazines, and other library belongings.
- Took responsibility of **opening and closing the library** during the weekends and performed all the corresponding duties.

Peer Mentor

August 2021 – April 2021

Georgian College A.A.& T.

- **Supporting around 35 first-year students every semester** with personalized, timely transition into college life.
- Helping them navigate the college systems, policies, and procedures to **solve their problems**.
- Conducting **virtual meetings** for sharing ways to help them learn more effectively & efficiently.
- Creating a sense of belonging through **community engagement** (events and activities)
- Promoting and supporting **student well-being** and the practice of self-care.

Website/Sales/Administration Role – Co-op

September 2021 – December 2021

Georgian Simcoe Test Centre Inc.

- Designed, developed, and maintained the **company and client websites**.
- Made phone calls and researched leads and created mailings to foster **B2B** relationships.
- **Answered client's queries** and provided them required information about company.
- Passed **proctoring & CBT technical** exams by served companies (Certiport, Scantron).
- **Scheduled** appointments and **proctored** the exams.
- **Kept track** of company's inventories and ordered exams as required.
- Recorded all the operation regarding website, sales, and administration of company for **reporting**.

CERTIFICATION

- **Office2019: Microsoft Office Specialist: Word Associate**, Microsoft December 2021
- **Safer Space Training**, Safer Spaces August 2021

- **CCNA: Introduction to Networks**, Cisco Academy May 2021
- **Java 11+ Essential Training**, LinkedIn Learning April 2021
- **Learning Java**, LinkedIn Learning April 2021
- **Worker Health and Safety Awareness**, Ministry of Labor February 2021
- **HTML fundamental Course**, Solo Learn May 2020