

Michele Roosje

cheleroosje@gmail.com

(902) 825-7536

HIGHLIGHTS

- IT Programming student with graduation in June 2024.
- Excelled at the first year of a Business Administration program.
- Excellent customer service and interpersonal skills in any environment.
- Excel at organizing, prioritizing, and multi-tasking.
- Collaborate effectively in a team environment to develop creative solutions.
- Strong computer skills with Microsoft Office Suite (Word, Excel, PowerPoint, Access), Google Suite (Drive, Sheets, Forms, Docs), Email Services (Outlook, Gmail, and GNSPES), Teams, Zoom, and Adobe.
- Experience with SQL, Python, Java, C, PHP, C++, Laravel Framework, and JavaScript.
- Learning C# and Azure Administration.
- I have used MySQL, SQLite, Postgres, and Access database software.
- Currently the Project Manager on a semester long capstone project. Managing a team of six to design and create an event management system in Laravel to manage data for an exhibition. Including entry forms, vendor forms, sponsor forms, admin page, office staff page, a MySQL database, and an invoicing system.

EDUCATION

Nova Scotia Community College, Lawrencetown NS

Sept 2022- Present

IT Programming Diploma

- Developed an android based weather app with a team using Java.
- Created a program in C++ with a team to assign seats at an airline with a waiting list.
- Designed an inventory management system in Laravel that had pages to view, edit, delete, and add inventory.
- Programmed a basic calculator in Java.

Nova Scotia Community College, Kentville NS

Sept 2021- April 2022

Business Administration Diploma

Related Courses: Accounting 1 and 2, Business Communications, Organizational Behavior, Finance 1, Business Computer 1 and 2, Marketing 1 and 2.

- Excelled at all aspects and completed the first year with an average of 96%.

TRAINING/CERTIFICATES

- NS OH&S completed 2021
- WHMIS completed 2021
- Parallel and Concurrent Programming with Java 1 – Linked in Learning
- Introduction to Linux – Linked in Learning
- Learning Git and GitHub – Linked in Learning
- Access Essential Training (Office 365/Microsoft) - Linked in Learning
- Programming Foundations: Databases - Linked in Learning

EXPERIENCE

Annapolis Valley Exhibition, Lawrencetown NS

April 2023 – August 2023

Interim General Manager /Administrative Assistant/IT Programmer

- Designed online entry forms and an Access database. Produced various documents and reports from the database like a schedule of events including all entrants and sponsors in the main ring for the week; judging cards for all light horse and non-livestock classes; and tags to attach to items of the non-livestock categories which included each entrant's name, class, section, and a description.
- Created and sent invoices, excepted, and processed payments.
- Concentrated on tasks while, answering questions, and helping people solve problems in a very busy open concept office.
- Collaborated with various committees to edit prize books and create entry forms.
- Performed the General Manager duties when required.

COMMUNITY INVOLVEMENT

Volunteer with NSCC COGS FIRST Lego League

2023 & 2024

Helped in the kitchen 2023

Core value judge 2024

First Lego League is an international STEM program organized by FIRST for elementary and middle school students. FIRST LEGO league beliefs are "FIRST LEGO League inspires teams to research, build, and experiment, and by doing so, they live the entire process of creating ideas, solving problems, and overcoming obstacles, while gaining confidence in their abilities to positively use technology."

Volunteer with Clarence 4-H Club, Clarence NS

2010 - 2020

4-H Leader

- Planned and organized skill building meetings, field trips, and activities for two to twelve 4-H members between the ages of seven and fifteen.
- Recruited knowledgeable people to teach 4-H members new skills that I didn't have. I also learned these skills so I could teach them myself in the future.
- Collaborated with other 4-H leaders and members of the community to create a safe and fun learning experience for the members.
- Completed in person and online training and sensitivity courses designed for adults working with youth. Including a Commit to Kids Training course completed in August 2020.

INTERESTS

- Nature & Animals
- Reading & Horseback Riding
- Learning New Skills & Solving Puzzles
- Helping Youth & Protecting the Environment