

Gabrielle Ricker-Singh

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Skills and Abilities

- Experience in C# (ASP.NET, RAD, MVC, SSIS), Java, JavaScript, Oracle VM, SQL, MongoDB, Python, HTML, and CSS
- Assisted individuals with troubleshooting technological issues
- Efficient at using different Microsoft applications including Word, Excel, PowerPoint, Teams, Outlook, OneNote, Publisher, and OneDrive
- Ability to research, analyse, and interpret information to identify the best outcome

Education

DIPLOMA | SEPTEMBER 2018 – PRESENT | NIAGARA COLLEGE

- Computer Programming and Analysis (Co-op), January 2021 – December 2022
 - WHMIS, August 2022
 - Health and Safety Certification, September 2021
- Business – Accounting, April 2021

Volunteer

IT SUPPORT | CANADA GAMES | AUGUST 2022

- Assisted commentators in connecting laptops to the internet
- Connected laptops to printers for ease of wireless printing
- Prepared radios for the different crews if they needed to be switched out

Work Experience

E-COMMERCE ASSOCIATE | RUGGED BOOKS | APRIL – SEPTEMBER 2022

- Analyzed sales and managed inventory data to ensure all sales platforms were running up to date and provided proper information of availability

REPLENISHMENT CLERK | REAL CANADIAN SUPERSTORE | AUGUST 2017 – FEBRUARY 2020

- Ordered inventory weekly and stocked shelves to ensure product availability
- Processed reports for damaged merchandise in preparation for disposal
- Created accurate signage for product labels
- Collaborated with coworkers to get shelves stocked for customers on time
- Enhanced communication skills by interacting with customers about their questions and concerns

DATA CLERK CO-OP STUDENT | PEGASUS/FUTURE STARS | MAY – JUNE 2018

- Accurately entered confidential customer information into database

ACCOUNTING CO-OP STUDENT | STRANGES & ASSOCIATES | FEBRUARY – JUNE 2018

- Inputted, calculated, and organized financial data to an Excel spreadsheet
- Conducted an inventory of current supplies and updated the system

FINANCE CO-OP STUDENT | TOWN OF GRIMSBY | OCTOBER 2017 – JANUARY 2018

- Collaborated on the preparation of a consolidated fee schedule
- Prepared bank reconciliations in cooperation with manager
- Generated trial balances and recorded in budget software

REFERENCES

- Available upon request