

Georgia Marie Vrana

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EDUCATION

Notre Dame Catholic High School GPA: 4.0, High School Diploma

Carleton Place, ON

SKILLS

- **Technical Skills:** HTML, CSS, JavaScript, React, Firebase, TypeScript, Python, Java, JSON, Agile Methodologies, SDLC
- **Soft Skills:** Leadership, Customer Service, Team Collaboration, Time Management, Problem Solving, Communication
- **Certifications:** National Lifeguard, Basic Food Handlers, Standard First Aid & CPR, Airway Management, Boater's License

EXPERIENCE

Sales Representative | Mark's Work Wearhouse

Carleton Place, ON | **Sept 2024 – Present**

- Assisted over **200+ customers weekly** by providing expert product knowledge, resulting in a **20% increase in monthly sales**.
- Handled customer inquiries and processed transactions efficiently, maintaining a **100% accuracy rate** in payment handling and stock management.
- Contributed to team sales targets, achieving or exceeding monthly goals by an average of 15%.
- Managed store displays and inventory to ensure merchandise was well-organized and visually appealing, improving overall customer satisfaction.
- Trained new employees in sales techniques and product knowledge, **improving team performance by 10%**.

Swim & Lifesaving Instructor | Town of Carleton Place

Carleton Place, ON | **March 2021 - Current**

- Led swim instruction for over 100 students weekly, developing tailored lesson plans based on skill level, resulting in a 95% pass rate in safety tests.
- Improved class safety by ensuring flotation device usage and monitoring adherence to safety protocols, reducing incidents by 20%.
- Trained and mentored 15 new swim instructors, optimizing teaching methods and reducing class preparation time by 15%.
- Utilized instructional aids (kickboards, diving rings) to enhance swimming techniques, increasing student confidence and skill development by 70%.

Executive Frontend Engineer | Project Empower

January 2023 – December 2023

- Spearheaded the development and launch of the organization's website using HTML, CSS, and JavaScript, leading to over **1,000,000 site visitors** and a **120% increase in social media presence**.
- Collaborated with an international team of 40 people to design and deliver responsive, scalable web features that optimized user engagement.
- Conducted feasibility studies and cost analysis, reducing operational project risks by 15%.
- Created detailed action plans to streamline processes, boosting overall team productivity by 20%.
- Developed and launched a website using HTML, CSS, JavaScript, and React for a nonprofit initiative aimed at helping high school and university students find extracurricular activities.
- Attracted over **500,000 users** to the platform and contributed to a **75% increase in social media engagement**.
- Leveraged React and modern JavaScript frameworks to enhance site performance, leading to improved user satisfaction.

Computer Science & Math Tutor | Notre Dame Catholic HS.

Carleton Place, ON | **Sept 2022 - July 2023**

- Provided one-on-one tutoring to high school students in computer science and mathematics, leading to a **20% average improvement in student grades** (from low 50/60%–80+%).
- Developed customized learning plans based on individual student needs, improving understanding of key concepts in JavaScript, algorithms, algebra, and geometry.

- Facilitated small group study sessions, enhancing student collaboration and problem-solving skills.
- Worked closely with teachers to align tutoring sessions with class materials, ensuring students received relevant and timely support.

Frontend Engineer | *Frontend Simplified*.

January 2022 – December 2022

- Built and deployed user-friendly websites, resulting in a **30% increase in site traffic** and user engagement.
- Collaborated with cross-functional teams to deliver creative digital solutions, **improving user interface functionality by 40%**.
- Optimized web page load times **by 15% through integration of Firebase and Typescript**, improving overall user satisfaction and retention.
- Applied Agile and SDLC methodologies to deliver client-ready solutions in under 4-week sprints, **reducing project turnaround time by 35%**.

VOLUNTEER EXPERIENCE

Swim Meet Official | Carleton Place Water Dragons | Carleton Place, ON | Sept 2016 – July 2019

- Officiated at over **20 swim competitions**, ensuring compliance with safety regulations and event rules, maintaining **100% rule adherence**.
- Coordinated with coaches and event staff to facilitate smooth competition operations, **reducing event time delays by 10%**.

Volunteer Cashier | Perth Summer Community Fair | Perth, ON | July 2015 – July 2018

- Processed cash and card payments for over **500 customers during events**, maintaining **100% accuracy** in financial transactions.
- Provided excellent customer service, resolving complaints and inquiries, contributing to a **95% positive customer feedback rate**.

Volunteer Food Prep & Sorting | Lanark County Food Bank | Carleton Place, ON | March 2019

- Organized and packaged food supplies for distribution to over **100 families weekly**, improving the efficiency of operations by **20%**.
- **Led a team of 5 volunteers** in food sorting tasks, ensuring timely and accurate delivery of food supplies.

PROFESSIONAL REFERENCES

Bev Deugo

Head Supervisor

Town of Carleton Place

359 Bridge St, Carleton Place, ON K7C 3H9

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Tracy Wagar

Assistant Store Manager

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Brenda Price

National Lifeguarding Instructor

Carleton Place Pool, Perth Indoor Pool, etc

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