Guillaume Robert

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https://guillaumerrrober.github.io/My_Portfolio/

EDUCATION

Dalhousie University   **Halifax, NS**

Bachelor of Computer Science   B00908939
Expected Graduation: December 2026

SKILLS

- Sales and Negotiation Skills
- Communication Skills
- Market Knowledge
- Problem Solving
- Organization and Time Management
- Integrity and Professionalism

TECHNICAL SKILLS

- Programming Languages: Java
- Web Technologies: JavaScript, HTML, CSS
- Database: SQL, MongoDB, Firebase
- Web Services: Amazon Web Services (AWS)
- Other: JSON, React, TypeScript

PROJECTS

Portfolio: https://guillaumerrrober.github.io/My_Portfolio/
- Developed and maintained a personal portfolio website showcasing my skills, projects, and professional journey.
- Implemented responsive design for optimal user experience across various devices.
- Technologies Used: HTML, CSS, JavaScript.

Movie Project: https://guillaumerrrober.github.io/Movie_Project/
- Created a dynamic website to explore and discover information about movies.
- Integrated with a movie database API to fetch real-time data.
- Implemented user-friendly features such as search and filter options.
- Technologies Used: HTML, CSS, JavaScript, API integration.

Birthday Reminder: https://guillaumerrrober.github.io/birthday-reminder/
- Designed and developed a birthday reminder application.
- Allows users to add and manage birthdays, receiving timely reminders.
- Utilized local storage for data persistence.
- Technologies Used: HTML, CSS, JavaScript.

Menu Project: https://guillaumerrrober.github.io/menu/
- Developed a menu project for showcasing restaurant menu items.
- Implemented interactive features for easy navigation.
- Designed a visually appealing user interface.
- Technologies Used: HTML, CSS, JavaScript.

EXPERIENCE

Sales Representative Volunteer Experience   **Osun State Nigeria**

Volunteer   Fall 2021

- Sales and negotiation skills, including effective communication, active listening, and relevant and relationship building.
- Customer service and problem-solving abilities, ensuring customer satisfaction and addressing customer concerns.
- Teamwork and collaboration, working effectively with diverse groups of volunteers and staff.
- Time Management and organizational skills, multitasking between sales activities, event coordination, and data entry.
- Attention to detail, ensuring accurate record-keeping and reporting.

Office Administrative Assistant   **Dartmouth, NS**

Summer Intern   Summer 2023

- Managed incoming calls and emails, directing inquiries to appropriate personnel, and handling routine communications.
- Handled sensitive and confidential information with discretion and maintained data integrity.
- Assisted in organizing office events, celebrations, and team members.
- Supported the onboarding process for new employees, facilitating orientation and paperwork.
- Assisted in the preparation of reports and reimbursement process for team members.
- Greeted and assisted visitors, providing a professional and friendly first point of contact.

Financial Admin Support   **Dartmouth NS**

Fall Intern   Fall 2023

- Accurately entered financial data into accounting systems, spreadsheets, and databases.
- Processed invoices, payments, and receipts, maintaining detailed records of transactions.
- Generated and prepared financial reports, statements, and summaries to support financial analysts.
- Aided in the preparation of budgets and forecasts and monitored budgetary performance.
- Maintained organized and up-to-date financial records, files, and documentation.
- Ensured compliance with relevant laws, regulations, and company policies in financial processes.

CERTIFICATE

- [Amazon Cloud Practitioner Certificate](#)
- [React Certification](#)
- [Web Development Certificate](#)

REFERENCES

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