

Harveen Grewal
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(647) 767-1841

Summary of Qualifications

- Over 4 years of recognized client service experience including diverse settings.
- Strong technical skills with proficiency in the use of technology, Point of Sale (POS) systems, MS Office (Excel, Word, Outlook) and computers.
- Highly motivated with a proven track record of success and excellent problem-solving and time management skills with strong attention to maintaining a positive atmosphere.

Education

Central Peel Secondary School – Advanced Placement (AP) September 2019 – June 2023
Ontario Secondary School Diploma

- Ontario Scholars Award – Maintained exceptions 4.0 GPA throughout studies
- Gold Standard Advanced Placement Award and AP Scholar Award – Exceptional GPA in AP

Western University of Ontario September 2023 – Present
Bachelor of Engineering Science (BESc)

- Faculty of Engineering
- Western Scholarship of Distinction

Work Experience

Sales Associate May 2023 – August 2023
Nike, Halton Hills

- Foster customer engagement and sales through greeting, expert product knowledge, and up-selling.
- Ensure adherence to brand standards through effective merchandise handling, promotion execution, and store presentation.
- Maintain professionalism and a commitment to the brand, valuing inclusivity and teamwork.
- Embrace innovation and collaboration to achieve brand objectives.

Recreational Program Coordinator April 2023 – September 2023
Brams United Soccer Club, Brampton

- Managed all aspects of the soccer club, including program oversight, training and match logistics, player recruitment, and development.
- Ensured effective communication with all stakeholders and handled administrative duties.
- Fostered a positive soccer community and maintained facilities, ensuring top playing conditions.
- Coordinated field schedules, implemented safety protocols, and facilitated smooth game-day operations through collaboration with staff and officials.

Certifications and Additional Qualifications

Workplace Hazardous Materials Information System (WHIMS) Certification Renewed: December 2023

- Demonstrates comprehensive understanding of hazardous materials handling, relevant for safety compliance roles.

Microsoft (MS) Office

- Completed several entry-level MS certifications to improve proficiency.

Java Programming Experience

- Proficient in developing robust, scalable Java applications and employing best practices in software development.
- Skilled in debugging and optimizing Java code for performance and reliability.