

## HIMASHI HETTEGE DONA

### RELEVANT EXPERIENCE AND CONTINUOUS EDUCATION

#### **UDEMY, PRESENT**

Currently completing courses focused mainly in the area of web development, such as The Complete Series, featuring JavaScript, React, and Web Development

#### **WEB DEVELOPMENT, BRAINSTATION, 2017**

Gained introductory experience in various aspects of web development, such as responsive design, DOM manipulation and developer tools.

#### **JAVASCRIPT ESSENTIALS WORKSHOP, LIGHTHOUSE LABS, 2017**

Built a web-based chat application leveraging Node.js

### FORMAL EDUCATION

#### **HONORS BACHELOR OF SCIENCE, UNIVERSITY OF TORONTO, 2010-2014**

Double Major in Neuroscience and Biology

### TOOLS AND SKILLS

Basic JavaScript, HTML5, SASS, CSS3, GIT, BOOTSTRAP, Sublime, Chrome DevTools

### PROFESSIONAL EXPERIENCE

#### **SENIOR INVESTOR RELATIONS SPECIALIST, CITCO CANADA**

2017-Present

Contribute to team success through support and open communication with Junior staff members. Continuously working to build strong client relationships by ensuring team deliverables are met in a timely manner, and implementing more effective processes when possible.

- Participating in training of team members and in the development of personal growth opportunities
- Assignment of tasks to ensure team fluidity and efficiency
- Investigating and addressing process failures, and formulating risk mitigation strategies

#### **JUNIOR INVESTOR RELATIONS SPECIALIST, CITCO CANADA**

2015-2017

Address investor queries, acting as an intermediary between investors and fund managers, showcasing excellent client relationship skills. Employ various internal software for trade processing and ad-hoc reporting.

- Efficiently operating internal company systems and software
- Demonstrating strong stakeholder relations by corresponding with various departments inside and outside the organization, ensuring client satisfaction

**SALES REPRESENTATIVE, GAP INC.**

2008-2015

Provided exceptional customer service in fast-paced work environment that required prioritization of workload. Promoted quickly to Cash Handler and helped train newly hired employees.

- Attention to detail ensured registers were balanced and deposit was prepared correctly
- Demonstrated leadership by participating in the interview process for potential hires
- Recipient of Employee of the Month award for excellent job performance and customer service

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**VOLUNTEER  
EXPERIENCE****PEER HEALTH EDUCATOR, UNIVERSITY OF TORONTO MENTAL HEALTH PEER PROGRAM**

Worked to de-stigmatize mental illness through open discussion and education about common misconceptions.

- Promoted awareness of issues related to mental health and illness to students on campus
- Emphasized topics such as relaxation, stress management, proper sleep, and self-care to optimize personal, academic and overall well-being within the campus community

**EVENT COORDINATOR, UNIVERSITY OF TORONTO BIOLOGICAL STUDENTS ASSOCIATION (BIOSA)**

Supported BioSA executives at various events, seminars and charity events with organization.

- Coordinated with other volunteers to ensure events ran smoothly
- Carried out assigned tasks enthusiastically and efficiently
- Promoted events through flyers and presentations on campus

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**LANGUAGE**

Fluent in English

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**INTERESTS**

Travel, Meetups, Fashion Blogs, Musicals, Reading, Music

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**REFERENCES**

**REFERENCES AVAILABLE UPON REQUEST**