

Jasleen Kaur

Motivated and personable student pursuing an advanced diploma in Software Engineering Technology at Centennial College. Eager to secure an opportunity that enables me to contribute towards organization's growth using my strong analytical and organizational skills, and ability to work with diverse group of people.

Education

Software Engineering Technology

January 2021 – Present

Centennial College, Toronto

Systems Thinking. Analyze, design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.

Problem-Solving. Identify problems and formulate solutions for systems and organizations while reconciling conflicting objectives and finding compromises.

Communication. Communicate effectively with a range of audiences.

Volunteer Experience

- Coordinated in fund-raising events in school
- Assisted in meal services camps to help people in need
- Organized donation events with Khalsa Aid

Skills

- Team player
- Effective communication
- Detail-oriented
- Strategic Planning
- MS Word, Excel, Power Point
- Multi-tasking
- Problem solving
- Organized
- Software Programming: HTML, CSS, SQL

Work Experience

Crew Member

July 2021 – August 2021

Burger King, 25 Peel Centre Dr, Brampton, ON L6T 3R5

- Deliver outstanding customer services to the customers
- Operating food machinery such as fryers and broilers
- Manning food preparation production line
- Being a team player to serve orders efficiently to the customers
- Assisted with in-store operations, such as cleaning, dish washing and restocking
- Preparing the kitchen before the store opens

Administrative Assistant

August 2020 – December 2020

IELTS Coaching Center, India

- Responsible for answering calls and emails from students and internal staff
- Greeted visitors and assisted them with coaching pricing, discount offers and deals
- Organized and scheduled meeting appointments for staff members
- Ordered office supplies and maintained filing system



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English, Hindi and Punjabi