

# JUSTIN JIM

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## EMPLOYMENT SKILLS

### **Administrative Skills**

- Proficient in Microsoft Word, Excel, PowerPoint and Outlook
- Programming Languages: Java, Python, SQL, C/C++, UML, HTML/CSS/JavaScript, Scheme/Racket, ML and Prolog
- Opened and distributed incoming regular and electronic mail
- Scheduled and routed daily work for cable technicians
- Monitored customer's account for payments and inquiries while always maintaining confidentiality
- Excellent communication, organizational and multi-tasking abilities
- Ordered office supplies and maintained inventory
- Prepared daily bank deposits
- Fielded customer concerns, with the unique ability to provide first contact successful resolution
- Data entry – responsible for accurate recordkeeping systems

### **Additional Skills**

- Exceptionally well organized with excellent prioritizing skills, always met deadlines
- Adaptable to change and learn quickly, continuous learning philosophy
- Hardworking, dedicated and loyal, good work and attendance record
- Fluent in English and Cantonese

## EMPLOYMENT EXPERIENCE

### **CLUBHOUSE**

Toronto, Ontario

September 2017 – July 2019

**Cook**

### **CIRCLE 5 TOOL & MOLD**

Windsor, Ontario

June 2015 – December 2015

**IT Support**

### **SMARTEX**

Windsor, Ontario

August 2015

**Web Designer**

## EDUCATION

### **UNIVERSITY OF TORONTO**

Computer Science and Philosophy

Toronto, Ontario

### **VINCENT MASSEY SECONDARY SCHOOL**

Ontario Secondary School Diploma

Windsor, Ontario

## REFERENCES

Available upon request