

Kassandra Furtado

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Professional Summary

Enthusiastic software engineering student with a passion for web application development. Equipped with strong technical skills, customer service experience, and a proven ability to collaborate in fast-paced environments. Committed to continuous learning and delivering high-quality digital solutions.

Education

Centennial College School of Engineering Technology and Applied Science
Software Engineering Technician

PRESENT | ONLINE

Fanshawe College of Applied Arts and Technology
Medical Office Administration Program

APR 2020 | LONDON ON

Technical Skills

- Proficient in HTML, CSS, JavaScript, and modern frameworks (e.g., React, Vite)
- Strong understanding of web development principles and best practices
- Experienced with MS Office Suite (Word, Excel, PowerPoint, Outlook)
- QuickBooks and data management systems
- Excellent typing speed (80 WPM)

Experience

Staples Copy and Print Centre Representative PT
LONDON

FEB 2024 – PRESENT |

- Assist customers with printing and scanning documents, ensuring high levels of satisfaction.
- Perform data entry of customer orders into management systems.
- Maintain an organized and efficient workspace to enhance productivity.

CRaTe Fertility London Lead Medical Office Administrator FT
LONDON

AUG 2020 – PRESENT |

- Managed office operations, ensuring efficient workflow in a high-volume environment.
- Conducted data entry of patient information, adhering to strict confidentiality protocols.
- Provided technical support for office software and hardware issues, improving team efficiency.

H&M Department Supervisor FT
LONDON

OCT 2018 – SEPT 2021 |

- Collaborated with management to optimize team productivity and budget management.
- Trained and supported new team members on store operations and technology use.
- Enhanced brand visibility through effective merchandising strategies.