

# Laura Lefebvre

www.linkedin.com/in/lauraelefebvre

(250) 315-3244

Merritt, BC

lauraelefebvre@gmail.com

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## Transferable Skills

- Excellent customer service skills from 5+ years working in front-line positions.
- Ability to work with others in a professional manner.
- Skilled in delivering clear and concise messages, along with handling professional correspondence.
- Careful at reviewing information to pay strong attention to detail in tasks and projects.
- Excellent time management skills as well as adaptable to schedule and time changes.

## Technical Skills

- Knowledge in general purpose languages (Java, C#) and C
- Web front-end languages (HTML, CSS, JavaScript)
- Basic knowledge of back-end PHP, Adequate knowledge in Python
- Experience in SQL Databases (Oracle, SQLite)
- Basic Knowledge in game development (Unity with C#)
- Knowledge with Active Directory and Microsoft Azure

## Projects

### **Fitness Application**

December 2023

- Individual project that was created using Android Studio with Java.
- The project requirements were to use a database, which this app uses a local SQLite Database to store workouts that can be accessed again, and to include a log in functionality to store personal information and to personalize the app.
- Was not a finished app as it was too big of a project for the time that was given. Would like to finish this project.

### **Academic Integrity Policy ED 5-0 Windows Form**

November 2023

- Individual project that was created with Windows Forms that was coded in C# and Python.
- Project requirements included creating working Windows Forms for a faculty member to fill out an Integrity Policy form for a student who violates the policy.
- Fully finished Windows Form that is fully functioning with a word search function coded in Python.

### **Nicola Valley Radiator Website**

April 2023

- First website project made with HTML5 and CSS3.
- Website met all project requirements.

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## Education

### **Bachelor of Computing Science**

September 2021 – December 2025

*Thompson Rivers University, Kamloops, BC*

- Punctual student with near perfect attendance, never late to class.
- Event Coordinator for the TRUSU CS Club in 2023-2024 school year.
- Club Admin for the TRUSU CS Club in 2024-2025 school year.

### **Computing Science Diploma**

September 2021 – December 2023

*Thompson Rivers University, Kamloops, BC*

## Work Experience

### **System Analyst**

May 2024 – Present

*City of Merritt, Merritt, BC*

- Performed various tasks including trouble shooting hardware, software, and computer setup and deployment.
- Gained knowledge of Active Directory and Microsoft Azure
- Developed technical writing and documentation skills.

### **Casual Lifeguard/Instructor II**

January 2018 – May 2025

*City of Merritt, Merritt, BC*

- Performed various duties as a lifeguard, including cleaning changing rooms and conducting water tests regularly.
- Instructed swimming lessons to a large age range, spanning from 4-month-old infants to adults. Tracked students' progress along with writing report cards for the children and parents to read.
- Ensured a safe environment while carrying out lifeguard responsibilities. Dealt with multiple conflicts between children in the pool and resolved them.

### **Casual Cashier – Aquatic Centre/Civic Centre**

February 2021 – May 2025

*City of Merritt, Merritt, BC*

- Processed memberships sales efficiently, ensuring accuracy and providing information to potential members.
- Facilitated the sign-up process for swimming lessons. Gave recommendations based on children's skill levels and stressed the importance of being assessed before signing up.
- Conducted cash transactions with customers, handling payments and providing change as needed.
- Assisted customers with inquiries related to memberships, swimming lessons, and other pool services.