

Layba Mushtaq

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Professional Summary:

Aspiring software engineer attending Western University. Experience in customer service and managing store relations. Confident in ability to adapt to workplace quickly and manage front-line customer relationships. Committed to continuous improvement and success.

Key Skills:

- | | | |
|-------------------|--------------------------|--------------------------|
| ✓ Microsoft Excel | ✓ Attention to Detail | ✓ Emotional intelligence |
| ✓ Numeracy | ✓ Teamwork | ✓ Customer Service |
| ✓ Interpersonal | ✓ Receptive Bilingualism | ✓ Quick Learner |

Experience:

Pharmacy Assistant, Base Line Pharmacy and Clinic | February - June 2023

- Assisted customers shopping in store and booking clinic appointments.
- Managed inventory (receiving and organizing stock and shelves).
- Store communications (fax, email, phone, etc.).
- Dealt with confidential documents and hazardous materials.

Environment Rep., Student Council, Mother Teresa Catholic Secondary School | September 2022 – June 2023

- Assisted in making Mother Teresa S.S the first Blue Community high school in London.
- Planned and managed school events and activities.
- Exhibited critical thinking and judgement skills while executing responsibilities and functions.
- Developed positive relationships with students, staff, parents, and the community.

Leader, Mock Trial Club, Mother Teresa Catholic Secondary School | September 2022 – June 2023

- 2nd place at the district OJEN Mock Trial Competition.
- Scheduling and organizing club meetings.
- Presenting and teaching club members about the law and mock trial rules.

Other roles: Co-President of Blue Community Initiative, Peer Supporter, and Logistics Captain (Relay for Life).

Education

Software Engineering, Western University | September 2023 – April 2027

- Dean's List | 2023-2024

Mother Teresa Catholic Secondary School | September 2020 – June 2023

References:

Engy Gaballa

Pharmacy Owner / Pharmacist

Base Line Pharmacy, London, Ontario

1-647-853-3757

Adeel Bhatti

Realtor, Century 21, London, Ontario

226-456-1749