

Lisa Bernard

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Education:

NSCC Institute of Technology
Computer Electronics Technician
September 2016 – Present

As a first-year CET, I have a solid foundation in all IT concepts involving Troubleshooting, Electronic repair, DC, AC and Digital Circuits, Semiconductors, High Reliability Soldering, HTML and CSS based Web Development, Unix, Windows and Network Administration, Programming in Python, Networking, Data Bases in Access, 2D Auto Cad, Fusion 360, PCB Design and Embedded Controllers.

Soft Skills:

- Leadership
- Problem Solving
- Self motivation

IT Related Experience:

Work Term

Momentum IT Group
May 2017 - June 2017

Completed 200 hours, programming in HTML and troubleshooting errors.
Achievements: I acquired a more in-depth knowledge of HTML.

Co-op Credit

Staples
October 2013 - December 2013

Completed 100 hours, removing ram and hard drives from computers, regular inventory control, and equipment.

Achievements: I was the first one in my class to complete my 100 hours before layoffs, preventing the completion of other co-op students' hours at the placement.

Skills: Efficiency and dedication.

Experience:

Retail Merchandiser Assistant (Part time)

M30 Retail Services

March 2016 - September 2016

I was relied on by my team lead to assist in reorganizing specific Sobeys sections in accordance to weekly planograms.

Achievement: fulfilled my scheduled duties and learned how to read planograms.

Skills developed: time management, teamwork.

Night Crew Associate (Seasonal)

ToysRus

October 2015 - December 2015

I was responsible for restocking shelves in Lego and Mega Bloks section, using dollies to transport freight from the warehouse to the sales floor and using a ladder to put the extra in overstock or take down whatever the store needed on the floor. During lull time, I was scanning and replacing item tags or helping my co-workers with their sections.

Skills developed: safety, work productivity

Achievement: During my term, I was 15 minutes early and was constantly accepting overtime hours despite already working 6 days a week.

Newspaper Carrier

New Glasgow News (formerly the Evening News) in Pictou County, N.S.

June 2008 – 2010

I delivered the daily paper in the mornings before school. I also did collections every other week and because of my dedication, customers were very appreciative of my reliable service.

Achievements: Exponentially elevated customer satisfaction!

Skills developed: Customer service and a good work ethic.

Certifications & Licenses:

WHIMS

Online course

Aug. 19th, 2016

OHS

Online course

Aug. 17th, 2016