

Lisa Bernard

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Education:

NSCC Institute of Technology
Computer Electronics Technician
September 2016 – Present

As a second-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 and C
- Data Bases in Access
- 2D Auto Cad
- Fusion 360
- PCB Design
- Embedded Controllers.

Soft Skills:

- Leadership
- Problem Solving
- Self Motivation

IT Related Experience:

Work Term

Momentum IT Group
May 2017 - June 2017

I 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

I completed 100 hours; removing ram and hard drives from computers as well as conducting regular inventory control.

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.

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

Skills developed: Time management and teamwork.

Night Crew Associate (Seasonal)

ToysRus

October 2015 - December 2015

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

Skills developed: Safety and productivity.

Achievements: I arrived 15 minutes early and was constantly accepted 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