

Customer Support Specialist

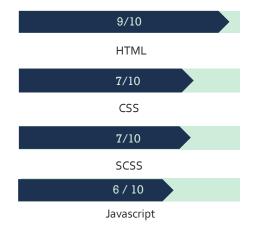
- 778-268-0497
- Matt k Williams@zoho.com
- Nanaimo, BC, Canada
- linkedin.com/in/mattkwilliams1989
- % github.com/mattcoding4days
- % mattwilliams.site

## ABOUT ME

A second year Computer
Science student with an
affinity for problem solving,
web development and
programming in general

I am very passionate about software, it's not just something I do in school. I love every aspect of creating a product for an end user. From the actual UX/UI design to the backend inner workings.

# SKILLS



## EDUCATION

### Computer Science

Vancouver Island University

2018-2022

## EXPERIENCE

### **Retention Agent**

Nordia Inc / Nanaimo B.C / June 2019 - current

Helping customers with technical and non-technical issues, mitigating customer frustration and aiding in sales

- Customer Service
- Sales associate
- Developing VBA scripts that help managers automate their daily excel tasks

#### **IELTS** Instructor

Beijing Normal University / Peoples Republic of China, Shenzhen / August 2017 – April – 2018

Instructing and preparing University students for the IELTS exam to enter wester University

- Preparing lecture and course work materials
- Conducting realistic mock exams
- Evaluating end of semester student performance
- Organizing large scale marketing and sales events