

Ridwan Osman

Windsor, Ontario
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Upcoming graduate in a civil engineer program looking to become a construction technician specialist and create an impact. Able to demonstrate skills with 3D design. Fluent in AutoCAD and Revit.

EXPERIENCE

UberEats, Windsor, ON — *Delivery Specialist*

June 2019 - Present

Loading, transporting, and delivering items to clients or businesses in a safe, timely manner.

Reviewing orders before and after delivery to ensure that orders are complete, the charges are correct, and the customer is satisfied.

SkipTheDishes, Windsor, ON — *Delivery Specialist*

Dec 2019 - Present

Providing excellent customer service, answering questions, and handling complaints from clients.

Abiding by all transportation laws and maintaining a safe driving record.

GoldSilver, Nairobi, Kenya — *Office Administrator*

Feb 2016 - Jan 2018

Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including official correspondence, memos.

Coordinating and managing appointments and meetings.

Kosma Trading, Nairobi, Kenya — *Sales Specialist*

Jan 2009 - Dec 2016

Working alongside the team to draw up strategies to increase customer base.

Setting sales targets and implementing incentives.

EDUCATION

St. Clair College, Windsor, ON — *Civil Engineering*

Jan 2020 - August 2021

St. Clair College, Windsor, ON — *Pre-Health Certificate - Health Care Administration/Management*

Jan 2019 - Dec 2019

SKILLS

AutoCAD
Revit
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Leadership
Public Speaking
Creativity Skills
Problem Solving
Teamwork
Time Management
Time Management
Communication
Adaptability
Analytical Reasoning

Projects

Cesar Hotel (2020)
821 Walker Rd. (2020)

LANGUAGES

Arabic, English, Somali,
Swahili