Philip Dumaresq

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January 29th 2016

Canada Revenue Agency

To whom it may concern,

I am applying to work with CRA in a co-op position as an Infrastructure Support Analyst. I am currently studying in the Computer Science program at Heritage College, and as such have become good at troubleshooting hardware and software issues and building networks. In addition to these, I’m familiar with the Windows Vista, XP, 7, 8 and 10 as well as the Linux Ubuntu operating systems.

My first year in Computer Science has taught me the in and out of computers. Outside of school, I’ve learned about the inside of laptop computers as well. I’m familiar with the downloading and preparation of operating systems and formatting of hard drives, and I’m efficient at using file recovery software for when files are lost unintentionally. These have been learned through my courses in hardware and operating systems as well as my networks course.

In my networks course, I’ve learned how to set up LAN networks in a secure manner, and how to build user groups and take measures to protect these. I can use my knowledge of the Microsoft Office suite to document any problems and the solutions to those problems for myself and others to use in the future

In my volunteer experience, I’ve developed skills in communicating efficiently in both French and English, and I’ve demonstrated many times my ability to work as a team leader. I love having challenging problems to solve, and I will pour my efforts into finding effective solutions to problems that I come across. If I’m not able to find a solution to the problem, I’m good at using available resources to help me find a solution, and asking others who may have encountered the problem before. I am always looking forward to learning new strategies, and I love learning in hands-on environments such as the one that this job would offer.

Thank you for considering me for this position, I hope to hear from you.

Sincerely,



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Skills

Computer skills

* Languages: HTML5, CSS, JavaScript, Bootstrap, Java
* Operating Systems: Windows 7, 8, 10, Linux (Ubuntu)
* Microsoft Office Suite 2016: Word, Excel, PowerPoint, One Note, Visio
* Development tools: Familiar with Dreamweaver and Eclipse software.
* Troubleshooting hardware and operating systems.

Other relevant skills

* Very technically oriented, learn practical skills very quickly.
* Worked as a team leader, took on responsibilities of managing people.
* Demonstrated ability and confidence while speaking to a crowd.
* Bilingual in French and English.

Volunteer work

D’Arcy McGee High School

* Raised funds with school band to go to an annual music competition.

(September 2011-June 2015)

* Organized a comic convention. Worked for a vendor handling sales and money.

(October 2013 - April 2014)

Norma’s Summer Camp

* Worked with 20-30 children at a day camp over the summer. Organized and ran activities, and watched over them throughout the day.

(July 2013 - August 2013)

Education

* Computer Science Department - Heritage College

Expected Graduation date: May 2018

* PADI open water diving certification

(January 2016)

* NLS lifeguarding certification

(July 2015)

Activities and Interests

Playing clarinet, trumpet and piano.

Swimming, biking and parkour

Travelling