

# Robert Alexander Iatan

## Honors B.A – Political Science – McMaster University

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Toronto ON, Canada

### SUMMARY

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- Natural problem solver with strong analytical skills used to deliver quality results
- Team player with strong attention to detail and effective technical and communication skills
- Organizational skills with the ability to multitask
- Meeting every challenge as an opportunity to learn, grow and exceed expectations
- Ability to handle multiple projects simultaneously in a fast-paced environment
- Ability to work effectively under pressure

### HIGHLIGHTS OF QUALIFICATIONS

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- Honors B.A in Political Science
  - o Highly educated on Political Topics and Issues within the Canadian context.
  - o Specific application within the contexts of political theory, global political economy, legislative politics, statistical analysis, public opinion, law and policy, and many more.
  - o Can apply practical political analysis skills to many different contexts and issues.
  - o Experienced researcher and problem solver, having written and developed hundreds of essays, literature reviews and theses based within political contexts.
  - o Capable of statistical analysis using Excel or SPSS
- Technological Experience
  - o Currently enrolled in the University of Toronto's Full-Stack Web Development bootcamp, becoming proficient in front-end and back-end aspects of web development.
  - o Highly capable in almost all fundamental aspects of computing, having built and maintained multiple computers.
  - o Proficient in applications such as Adobe suite, Microsoft Office 365, all Google online applications, Acrobat, e-mail clients, social media platforms, etc.
  - o Tech savvy, including experience in all social media applications and online databases.
- Ontario Smart Serve Certification

### EDUCATION

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#### High School Diploma 2014-2018

Abbey Park High School – Oakville, ON

- 2015: Completed the **"Learn to Lead"** course, to gain knowledge and experience in leadership skills.
- 2017: Participated in the **Junior Achievement Company Program** and led the company to successful product development and sales numbers as a marketing specialist.
- 2018: Graduated High School as an Ontario Scholar and Honors Society member for all four years of high school.

#### Honors Bachelor of Arts in Political Science 2018-2022

McMaster University – Hamilton, ON

- Completed academic studies at McMaster University towards a bachelor's degree in Political Science with specialization in Justice, Law, and Order
- Experienced in political analysis and theoretical aspects of politics and real-world issues through theory-based courses, along with practical experience and understanding of aspects such as data collection and revision through software such as SPSS.
- **Experienced in many fields of politics** including globalization and governing, statistical analysis, and legal education with knowledge of Constitutional Law and the Charter of Rights and Freedoms.

#### Web Development Bootcamp 2022-Present

University of Toronto – Toronto, ON

- Becoming proficient in full-stack web development learning and applying fundamental aspects such as:
  - o Computer Science applied to JavaScript (Algorithms, Arrays, Data Structures, Performance, etc.)
  - o Browser Based Technologies (HTML, CSS, JavaScript, jQuery, Bootstrap, React.js, Handlebars, etc.)
  - o Databases and Server-Side Development (MySQL, MongoDB, MERN Stack, etc.)
  - o Deployment and Delivery (Heroku, Git, GitHub, Shell Scripting, Unit Testing, Integration, etc.)
  - o API Design (Client-Server Mode, API, REST, JSON, AJAX, etc.)

## WORK EXPERIENCE

### Customer Service Rep/Administrative Assistant

2019 - 2022

Smart Choice Realty Solutions Inc. – Toronto, ON

- Providing client-based services for real estate brokers of Smart Choice Realty Solutions. Including but not limited to email management, social media presence, administrative duties, website maintenance, and more.
- Handled large influx of calls from clients, agents, and other services, directing them as needed and providing the highest quality customer service possible.

### Election Official (ADRO)

2022

The Town of Oakville – Oakville, ON

- Worked as an Election Official (ADRO) for the Town of Oakville's 2022 municipal election.
- Included duties such as: setting up and taking down workstation, greeting and talking to voters, accurately and efficiently identifying voters, recording and approving voter documents, and distributing the correct ballots.

### Vehicle delivery driver and HQ representative

2020

401 Group of Companies – Cambridge, ON

- 9-5 days during the summer spent driving across Ontario to deliver vehicles to customers. Lots of patience and focus needed to drive long hours, sometimes 7 plus hours per day for multiple days in a row for the longer trips. Personable skills needed to interact with customers upon delivery and handle any complaints they might have. Driven over 20,000 Km over the summer to satisfy customers from across Ontario.

### Vehicle lot manager

2019

401 Group of Companies – Hamilton, ON

- Taking inventory of large amounts of vehicles being delivered, bought, and sold on the dealership lot, along with arranging and tidying lot and vehicles to make them look good for customers. Handling customer requests, test drives, and dealing with customers who are picking up/dropping off their cars.

### Part-time Clerk

2015 - 2019

Sobeys – Oakville, ON & Hamilton, ON

- Worked throughout 4 different departments within 2 different stores. Proven customer service and time management skills as well as interpersonal skills due to working with new people all the time, training new employees in their respective departments, and reliably working 20-30 hours a week even during high school.

### Referee

2015 - 2017

Oakville Soccer Club – Oakville, ON

- Refereeing and managing teams, coaches, and parents.
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