

ROBIN SHARMA

ADDRESS: 390 Dansbury Drive, Waterloo ON, N2K 3C2

MOBILE: 226-808-5309

EMAIL: shar2530@mylaurier.ca

PERSONAL SKILLS

- Improved organizational and leadership skills in order to attain the Bluevale's Financial Accounting and Bluevale's Business Leader of the Future awards
- Developed strong business related writing, presentational and team working abilities while participating in the BDO New Venture competition
- Fluent in Hindi/Punjabi

TECHNICAL SKILLS

- Strong proficiency in Microsoft Office versions 2003-2013
- Advanced coding knowledge in Python, Java, and C
- Experience working with HTML5 and CSS3

EDUCATION

Wilfrid Laurier University, Waterloo, Ontario, 2011-present
Honours Bachelor of Business Administration and Honours Bachelor of Science in Computer Science Double Degree Program with Co-op Option

- Achieved an overall GPA of 11.07 (letter grade of A) out of 12.0 fall semester of second year
- Dean's Honour Roll, Faculty of Science 2011-2012

Ontario Secondary School Diploma (OSSD)

Bluevale Collegiate Institute, Waterloo, Ontario

- Completed grade 12 with an average of 94%

RELEVANT WORK EXPERIENCE

Global Village Registrar, Habitat for Humanity Canada, Waterloo, Ontario, Summer 2012

- Worked extensively with Microsoft Office and Raiser's Edge while processing online donations and performing data entry
- Conducted various self-managed work tasks such as social marketing, and data communication with other affiliates.
- Required to professionally communicate and work in an open office environment

Instructional Assistant for CP114 – Data Structures

Wilfrid Laurier University, Waterloo, Ontario, Fall 2012-present

- Required to pay strict attention to detail when evaluating student code for correctness
- Collaborated with other IAs in order to effectively monitor classroom and student behaviours

WORK EXPERIENCE

Pizza Artist, Gino's Pizza, Kitchener, Ontario, Summer 2011

- Completed food orders and maintained an optimistic work environment to ensure customer satisfaction

Tire Assembler, Maple Automotive Inc., Cambridge, Ontario, Summer 2010

- Worked on an assembly line, loading tires and torquing inflators to rims
- Efficiently communicated with other team members to ensure optimal assembly line speed.

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EXTRACURRICULAR ACTIVITIES

Web Design and Developer, ThisConnect.ca, Waterloo, Ontario, July 2012 - Present

- Improved HTML5 and CSS3 skills while co-developing thisconnect.ca
- Effectively cooperated and communicated with other team members while determining particular website aspects such as layout and overall design

DECA Team Member, Bluevale Collegiate Institute, Waterloo, Ontario,
January 2010 – June 2012

- Enriched basic business protocols; learned how to present in a professional manner

Assistant Captain, Waterloo Minor Representative Soccer, Waterloo, Ontario
Summer 2010 – Summer 2011

- Improved leadership skills by motivating, encouraging and guiding the team to success

Midfielder, Bluevale Soccer Team, Bluevale Collegiate Institute, Waterloo, Ontario
Spring 2008 – Summer 2011

- Enhanced time management skills by scheduling each day's events according to practice and game times

Libero, Senior Volleyball Team, Bluevale Collegiate Institute, Waterloo Ontario,
Fall 2007 – Fall 2010

- Built various team skills including enhancing team cohesion, being positive, confident, and supporting, both on and off the court

VOLUNTEER EXPERIENCE

Peer Tutor, Bluevale Collegiate Institute, Waterloo, Ontario, Fall 2010 – Winter 2010

- Analyzed and determined the best methods to teach students the knowledge required to succeed in the course

Camp Volunteer, The Brahmarishi Mission of Canada, Kitchener, Ontario,
Summer 2007 – Summer 2010

- Ensured camper safety during a variety of both indoor and outdoor activities
- Organized and supervised children's crafts, meals, and activities

AWARDS AND ACHEIVMENTS

BDO New Venture Competition Semi-Finalist, Wilfrid Laurier University, Winter 2012

- Worked in a group to develop an operative business plan and pitch an idea to a panel of judges

Bluevale Business Leader of the Future and Financial Accounting Awards
Bluevale Collegiate Institute, Waterloo, Ontario

- Awards achieved on the basis of academic achievement and overall student behaviour displayed in the school