

Ryan Sterling

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Technical Skills

- Proficient with Microsoft Word, Excel, Access, Project, PowerPoint, Visio, Visual Studios 2013, Visual Paradigm, Oracle Database 11c, GIMP, and UNITY
- Set up, Upgraded, and maintained various types of Personal Computers, Printers, and Fax machines
- Able to utilize C#, Java, HTML, CSS, XML, SQL programming languages efficiently

Personal Skills

- Excellent communication skills, works well independently and in groups in any type of environment, and possess valuable counseling skills and Data Entry skills

Education

Sept 2012 – Present

Centennial College

Scarborough, ON

Software Engineering & Technology Interactive Gaming

Related Courses:

- Programming 1, 2, and 3
- Advanced Database Concepts
- UNIX/Linux Operating Systems
- Software Engineering Fundamentals
- Software Engineering Methodologies
- Object Oriented Software Engineering
- Web Interface Design
- Web Application Development
- Emerging Technologies

Work Experience

August 2010 – September 2010 *Omega Direct*
Scarborough, ON

Outgoing Telemarketer

- Made cold calls to prospective clients
- Provided feedback to clients when required
- Convinced clients to buy products over the phone

July 2007 - August 2007 *Washington Trucking Services*
Toronto, ON

Dispatch Clerk

- Performed reception duties, took messages, organized files, invoiced customers, and helped at the order desk

July 2005 - March 2006 *Renaissance Financial Services* Toronto, ON

Receptionist

- Stocked parts, organized files, invoiced customers' completed purchase orders, and filed important information

Volunteer Experience

January 2012 – April 2012 *ZinatiKay Law Firm* Scarborough, ON

Real Estate Law Clerk

- Performed registered discharges of mortgages using Conveyancer
- Completed invoices
- Consistently completed various title searches of condos and houses

Sept 2009 – Dec 2009 *Chartwells "on the go"* Scarborough, ON

Apprentice Chef

- Took orders from customers
- Greeted patrons and answered questions regarding the menu
- Prepared various items on the menu daily

Additional Qualifications

Winner of Earl Haig Science award, Hospitality Services Diploma, Law Clerk Diploma, and earned a recommendation letter from a Lawyer

References available upon request