

SARAPHTHA SASIKUMAR

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EDUCATION

York University

B.Sc., Honours Computer Science & Cognitive Science

Toronto, ON

Expected May 2024

Certificates:

Google User Experience Certificate

Expected August 2023

SKILLS

Technical Skills: Java, C, HTML, CSS, JavaScript, Node.js, React, jQuery, SQL, Python, Swift, XCode, IOS, Adobe Office, Figma

Soft Skills: Excellent time management skills, ability to handle many responsibilities, drive to learn necessary skills, strong communication, and work efficiently and effectively with team members.

WORK EXPERIENCE

Residence Life Don, YORK UNIVERSITY

August 2021– Present

- Collaborated with 7 team members to manage York University's largest undergraduate residence of 200+ people
- Efficiently manage building administrative duties: documentation of duty reports, incident reports, support logs and community updates
- Completed two weeks of extensive training learning how to carefully provide wellness and academic support to students including sessions on safe TALK, sexual violence & mental health
- Budget funds and advertise for social, wellness and educational events in the building through social media.
- Meet strict deadlines whilst completing school work and working part-time at the TTFC.

Galaxy Consultant, SAMSUNG EXPERIENCE STORE YORKDALE

May 2022 – August 2022

- Resolved customer issues in a clear, courteous, and straightforward manner
- Reinstalled software programs, ran diagnostics and adjusted settings to fix machine malfunctions
- Advised customers concerning device operations, maintenance, or software settings
- Worked with technicians to diagnose and fix technical and physical issues with various devices

Communications Manager, LIFE LESSONZ INC.

June 2021– August 2021

- Developed and implemented a social media plan that increased exposure, interaction, and fundraising for Life Lessonz Inc.
- Managed social media platforms (Instagram, TikTok, LinkedIn and Facebook) and created daily stories.
- Researched social media trends and implemented them throughout the program.
- Updated and managed the marketing/ social media calendar and website.
- Worked alongside the Project I.T Manager, I.T Development Manager and Digital Specialists to develop marketing and promotional strategies.
- Samples of content: <https://saraphtha-design.webflow.io/life-lessonz>

Camp Counselor, LIFE LESSONZ INC.

June 2019– August 2020

- Worked with young adults with developmental disabilities.
- Created educational programming for both in-person and remote activities