

SELENE CHHANGUR

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OBJECTIVE

To secure a challenging position in software engineering while continuing my studies as a third-semester student in Software Engineering - Technician. Leveraging my growing skills and technical expertise, I am dedicated to contributing to the success of a dynamic company. With a passion for continuous learning and professional development, I aim to actively participate in projects, collaborate with a talented team, and gain valuable experience to advance my career in the field of software engineering.

EDUCATION

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| Software Engineering – Technician | Expected Graduation: December 2023 |
| <i>Centennial College School of Applied Arts and Technology</i> | <i>Toronto, ON</i> |

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| Office Administration – Executive | 2013 – 2015 |
| <i>Centennial College School of Applied Arts and Technology</i> | <i>Toronto, ON</i> |

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| Ontario Secondary School Diploma | 2009 – 2013 |
| <i>West Hill Collegiate Institute</i> | <i>Toronto, ON</i> |

WORK / CO-OP EXPERIENCE

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| MDA Clinic | 2019 – 2020 |
| <i>Secretary</i> | <i>Toronto, ON</i> |

- Proficiently learned and utilized the Oscar Medical software to efficiently manage patient records and facilitate smooth administrative operations.
- Accurately inputted new patient information into the system, ensuring data integrity and adherence to privacy regulations.
- Proactively followed up with patients for check-ups, diligently scheduling and confirming appointments to optimize patient care and maintain appointment accuracy.
- Demonstrated responsibility by opening and closing the medical office, ensuring a safe and organized environment for staff and patients.
- Conducted routine checks of the office, attentively assessing and documenting necessary supplies, and proactively addressing any cleanliness or maintenance issues.
- Efficiently handled the processing of doctor notes, promptly sending out requisitions to hospitals, specialists, radiology, and laboratory facilities.

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| Woburn Medical Dental Center | 2016 – 2019 |
| <i>Secretary</i> | <i>Toronto, ON</i> |

- Professionally interacted with patients at the front desk, effectively booking appointments with various doctors and providing prompt responses to inquiries.
- Displayed a positive and welcoming demeanor while handling phone calls, promptly addressing appointment-related queries, and providing important information about specific doctors.

- Efficiently organized and retrieved patient charts from shelves, ensuring they were prepared and readily available for scheduled appointments.
- Managed the transmission of reports between patients and designated recipients via fax, maintaining accurate records and providing copies to both the patients and the office.
- Proactively contacted patients to confirm crucial appointments, meticulously updating the ABEL Med scheduler and marking appointments as 'confirmed' for seamless operations.

Capreit Village Apartments Office

2015

Office Administrator Assistant

Toronto, ON

- Created labels for file cabinets to organize types of folders/files to make searching for documents faster and effective.
- Opened and sorted mail that was delivered to the office in a timely manner before handing said mail off to the appropriate individual.
- Collaborated in the creation of an organized, efficient office filing system saving time in filing and quick access in locating documents.
- Performed accounting services to ensure that invoices and cheques used to pay for services were accurately filed and matched.
- Displayed receptionist duties in a customer facing role while signing for packages and assisting clients and colleagues.

REFERENCES AVAILABLE UPON REQUEST