

Tanner Huntus

Contact

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Education

Centennial College / Software Engineering Diploma

January 2023 – On-Going,
Toronto, ON

Lakehead University / Honors Bachelor of Art in Sociology and Women's Studies

September 2013 - April 2017
Thunder Bay, ON.

Nipigon - Red Rock District High School / Ontario High School Diploma

September 2009 - June 2013
Red Rock, ON

Key Skills

- Leadership
- Critical thinking
- Proactive problem-solving
- Decision-making
- Conflict resolution
- Time management
- Adaptability
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint, Visio)
- Programming Languages: C#, Python, Java
- Database: SQL
- Familiar with AGILE methods

Objective

Adaptable professional with backgrounds in software engineering and construction, leveraging diverse skills like leadership, critical thinking, and programming proficiency. Excited to contribute customer service, project management, and problem-solving expertise to a collaborative team environment.

Experience

SEPTEMBER 2024 – APRIL 2024

Sales Associate | Pet-Valu, Toronto, ON

Responsibilities

- Greeting and assisting customers in a friendly and helpful manner
- Providing information and advice on pet care, products, and services
- Assisting customers in finding the right products for their pets' needs
- Processing sales transactions accurately and efficiently using the point-of-sale system
- Stocking shelves and ensuring products are neatly displayed and organized
- Maintaining cleanliness and organization of the store, including sweeping, mopping, and dusting as needed
- Monitoring inventory levels and restocking products as necessary
- Checking and receiving shipments of new merchandise
- Assisting with receiving and unpacking merchandise shipments
- Participating in promotional events and sales activities
- Handling customer inquiries, complaints, and returns in a professional manner
- Providing excellent customer service and building rapport with customers
- Following company policies and procedures regarding safety, security, and customer service
- Assisting with opening and closing procedures as needed

- Proficient in Visio and JILE
- Debugging proficiency
- Interpretation of Software Requirements Specifications (SRS) for effective software development

NOVEMBER 2021 TO DECEMBER 2022

Apprentice Carpenter | Avenue Building Corp., Toronto, ON

Responsibilities

- Responsible for preparing and building the concrete structure of walls, columns, and floors
- Assembly of gang-form panels, and perry system panels for walls
- As well, responsible for building anything else that was required
- Building scaffolding, and reinforcing slab for structural support
- Managing materials for efficient use as it relates to cost of material
- Effectively used power tools, hand tools, and related instruments to finish projects
- Communicating with team members to finish projects on time
- Assessing, and ensuring all health and safety standards were met
- Worked in a team oriented environment that was necessary to meet all project deadlines
- Ensured all projects were built according to engineering drawings .

OCTOBER 2019 TO SEPTEMBER 2021

Apprentice Carpenter | Campbell Construction, Victoria, BC

Responsibilities

- Effectively used power tools, hand tools, and various instruments to complete projects in time
- Planning, and organize effectively in order to meet deadlines on time
- Working with team members as a group in order to meet deadlines
- Communicating clearly with other team members, and resolving any issues that occur
- Providing assistance to lead carpenters and other members of the construction team, as necessary
- Assisting carpenter's in concrete forming including stairs, walls, the core, and slabs
- Working proficiently and utilizing time in order to meet tight deadlines
- Rigging material for the crane
- Determining material needs in order to complete projects
- Cleaning, organizing, and maintaining an inventory of products
- Organizing and cleaning finished units to meet occupancy deadline

- Ensuring all health and safety standards are being met

JANUARY 2018 TO SEPTEMBER 2019

Tbaytel-Telecommunications Customer Care Advisor | Thunder Bay, ON

Responsibilities

- Building customer relationships to ensure a long term financial investment
- Resolving customer issues and complaints
- Managing customer accounts including accounts in arrears, billing issues, and processing payments
- Processing orders for landline, television and mobility services
- Maintaining knowledge on the products our company provides
- Upselling products, and providing information to customers
- Advising customers on the best approach to dealing with financial, and technical issues
- Scheduling appointment times for installations
- Communicating with multiple departments to have customer's concerns, issues, and complaints resolved
- Learning to use the company's software they had invested in for the call center

JULY 2017 TO OCTOBER 2017

Shoe Company | Thunder Bay, ON

Responsibilities

- Greeting customers
- Providing information regarding any questions from customers
- Cleaning up boxes, and make sure shelves were clean
- Preparing and stocking shoes for clearance
- Preparing product for store inventory
- Organizing floor displays to maximize space for latest merchandise
- Using tills to finalize product

JUNE 2017 TO DECEMBER 2017

Starbucks | Thunder Bay, ON

Responsibilities

- Preparing drinks
- Stocking food items
- Cleaning and sanitizing bar and kitchen area
- Washing dishes
- Engaging in active customer relation building
- Upselling products while taking orders from customers

- Ensuring food items are being continuously being updated such as making coffee, rotating baked goods, and refilling product
- Dating food items for appropriate use to meet health and safety standards

JUNE 2017 TO DECEMBER 2017

Starbucks | Thunder Bay, ON

Responsibilities

- Painting homes, buildings, windows, fascia
- Scraping, sanding and priming wood
- Operating small hand tools and erected ladders as required
- Applying caulking to windows
- Ensuring a clean and safe work environment
- Cleaning up any debris and painting supplies
- packing up all supplies at the end of the job
- Work in a safe and responsible manner

JUNE 2015 TO SEPTEMBER 2015

College Pro Painters | Thunder Bay, ON

Responsibilities

- Painting homes, buildings, windows, fascia
- Scraping, sanding and priming wood
- Operating small hand tools and erected ladders as required
- Applying caulking to windows
- Ensuring a clean and safe work environment
- Cleaning up any debris and painting supplies
- packing up all supplies at the end of the job
- Work in a safe and responsible manner

APRIL 2014 TO JUNE 2017

Chronicle Journal | Thunder Bay, ON

Responsibilities

Casual Mailroom Assistant

- Inserting flyers into hoppers
- Ability to meet deadlines
- Practice safe work habits
- Demonstrated team effort

Mailer

- Load paper for assembly process
- Work in a safe and productive manner

Clean and sweep work area

References

Available upon request.