

# Tanner Huntus

## Contact

607 Euclid Ave.,  
Toronto, M6J 2T6  
2368821308  
tannhun5@gmail.com

## 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, JavaScript
- Database: SQL, NoSQL, MongoDB

## 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

JUNE 2024 – PRESENT

### **Staff Training Coordinator** | Do-Good Donuts, Toronto, ON

#### Responsibilities

- **Developed Training Manual:** Created a comprehensive training manual to guide staff development.
- **Implemented Training Strategies:** Developed and implemented effective training strategies to improve staff performance.
- **Oversaw Staff Training:** Supervised and guided staff during their training, ensuring they followed company procedures.
- **Led Hands-on Market Operations:** Managed product sales at a summer market while providing on-site, hands-on staff training.
- **Baked Goods Production:** Baked and prepared various products, including donuts, cinnamon buns, cookies, and more.
- **Maintained Professional Cleaning Standards:** Ensured that all cleaning procedures met professional standards of hygiene and safety.

SEPTEMBER 2023 – 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

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

- 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

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.