**TARANJOT KAUR**

**Cornwall, ON·**

**tanuarora364@gmail.com**

# HIGHLIGHTS

* Highly Organized and motivated to exceed expectations in any role.
* Works very well and calmly in a time pressured environment.
* Excellent communication and time management skills.
* Learn processes, policies and procedures quickly to hit the ground running in new roles.

## EDUCATION

* **DIPLOMA OF GAME PROGRAMMING**

St-Lawrence College, Cornwall, ON.

From September2023

* Learning programming languages (HTML, CSS, JAVASCRIPT, C++)

* **SECONDARY EDUCATION**

Amrit Indo-Canadian Academy, Punjab, India.

2021-22

## WORK EXPERIENCE

### OFFICE ADMINISTRATOR

April 2023-Aug 2023

GOLDEN GATES, Punjab, IN - Maintained Visitor logs.

* Performed clerical tasks (responding to calls and emails).
* Analyze better options for clients to settle in overseas countries.

### NAIL TECHNICIAN

Self-Employed

July 2023- Aug 2023

* Maintained a clean and sanitary work environment at all times.
* Aimed to provide clients with the best customer service possible.
* Utilized advanced technical skills to achieve beautiful manicures pedicures. - Performed Nail and Hand Rejuvenation treatments

## CERTIFICATES

* CERTIFICATE OF NAIL ART AND DESIGNING(05/2023)
* CERTIFICATE OF AUTO-CAD & SOLID WORKS

# ADDITIONAL INFORMATION

**Languages**

• Fluently speaks English, Punjabi and Hindi.

## Interests

* Store management and leadership.
* Health, Fitness and Fashion.
* Graphic Design and art.

2