

# Tina Khakian

## Full Stack Developer

Toronto, ON L4T 4X5

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### Education:

Pharmacology and Human Biology BSc University of Toronto St. George (2021)

Computer Programming and Analysis

Seneca School of Software Design & Data Science (2023)

GCC Data Analytics (2022)

Languages: English, Farsi, French

C++, Javascript, HTML, CSS, SQL, Python

## Personal Details

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**Highest Level of Education:** Bachelor's Degree

**Total years of experience:** 10

## Work Experience

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### Optometric Assistant/Receptionist

Empress Eye Clinic - Toronto, ON

January 2023 to April 2023

- Prepared examination rooms by ensuring cleanliness, tidiness, and stocking necessary equipment and supplies
- Conducted pre-examination tests, such as taking patient histories and recording visual acuity measurements
- Operate and maintain advanced testing equipment to conduct comprehensive patient exams
- Answering and directing phone calls and emails
- Maintained patient records by recording and updating information, such as contact information, medical history, and exam results
- Educated patients on specialty lenses, eye health, and the use and care of eyeglasses or contact lenses
- Performed billing and administrative duties, such as billing patients or insurance companies, answering phones, scheduling appointments, and ordering supplies
- Organize operations and administrative work

### Office Administrator

HealthGene - Vaughan, ON

February 2022 to August 2022

- Managing drivers and coordinating their schedules and routes
- Communicating with clinics, doctors, and other healthcare providers to arrange sample transportation

- Answering and directing phone calls, emails, and other correspondence related to patient care and transportation
- Greeting visitors and directing them to the appropriate person or department
- Maintaining files and records, both electronic and physical, related to patient care and laboratory results
- Scheduling and coordinating appointments, meetings, and travel arrangements for patients and staff
- Managing office supplies and inventory, and placing orders as necessary
- Coordinating and scheduling staff meetings and events
- Maintaining and updating company databases and systems related to patient care and transportation
- Assisting with project coordination and management related to patient care and transportation
- Processing and managing invoices, bills, and expenses related to patient care and transportation
- Handling confidential information with discretion and professionalism.

### **Laboratory Technician**

DNAME - Vaughan, ON

May 2021 to February 2022

- Responsible for PCR, RT-PCR, report generation and result distribution
- QA for the processing of Covid-19 testing in high volumes following health and safety protocol
- Stocking, maintaining inventory and storage of chemical supplies
- managing the implementation of health and safety policies
- Accountable for receiving and organizing laboratory stock on a weekly basis
- Recording and maintaining accurate and detailed laboratory records, including test results, procedures, and observations.
- Preparing and analyzing reports and summaries of laboratory findings and results.
- Participating in research and development projects and experiments.
- Maintaining and ensuring compliance with laboratory safety protocols and regulations.
- Collaborating with other laboratory staff and medical professionals to coordinate and communicate laboratory findings and results.
- Conducting regular quality control checks and implementing corrective actions as needed.

### **Tutor**

York Region Tutoring Inc. - Markham, ON

2018 to 2020

- University/College level introductory mathematics and sciences
- Academic, AP, and IB level maths and sciences
- Responsible for individualized lesson plans for students based on their learning style
- Full courses taught from start to finish with assessments reflecting student success
- Taught class rooms of varying size

### **Resource and Information Specialist**

Centre for Education & Training - Toronto, ON

June 2019 to August 2019

- Performed a number of receptionist duties such as handling inquiries, directing visitors, maintaining employee and department directories, and assisting clientele.
- Responsible for marketing and advertising the resources available at the center through Outreach
- Participant and co-facilitator of a number of workshops in relation to job search matters

## **Pharmacy Assistant**

Yonge and John pharmacy - Thornhill, ON

January 2017 to June 2019

- Responsible for filling prescriptions, restocking medication, and administrative duties, and providing patient care
- Wrote articles for the pharmacy's website on a weekly basis to translate medicinal knowledge to engage with the general public and raise awareness about important matters regarding the maintenance of health care.

## **Retail Sales Associate**

Indigo Books & Music Inc. - Waterloo, ON

September 2018 to December 2018

- Responsible for greeting and aiding customers, selling products, and general assistance
- Responsible for stocking items and maintenance of displays
- Operated the cash register, responsible for refunds

## **Volunteer Work**

Thornhill Community Centre - Thornhill, ON

June 2012 to August 2014

- Volunteered as a Camp Counselor assistant for children ages 4-14
- Taught children various subjects such as public speaking, art, chess, as well as English

## **Education**

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### **DCS / DEC in Computer Programming and Analysis**

Seneca - Toronto, ON

August 2022 to Present

### **Certificate in Data Analysis**

Google

July 2022 to Present

### **BSc in Pharmacology & Human Biology**

UW & UofT St. George - Toronto, ON

September 2017 to April 2021

### **Highschool Diploma**

Thornlea Secondary School - Thornhill, ON

September 2013 to June 2017