

MIKE KOÇ

Skills

- **Technical:** Google Suite, Microsoft Office, Databases, Data Analysis, Troubleshooting, Web Development, Operating Systems
- **Programming:** Python, Java, JavaScript, HTML/CSS, SQL, PHP, Shell/Bash, C/C++
- **Tools & Technologies:** Git, Angular, React, jQuery, Bootstrap, UNIX/Linux
- **Non-Technical:** Reporting & Communication, Time Management, Organization, Leadership, Project/Program Management, Research & Planning

Experience

Program Assistant | Toronto Metropolitan University May 2022 – April 2023

- Administered the Level Up program as the one responsible for the creation and management of projects related to the program, both technical and non-technical.
- Collaborated with other teams and organisations to complete joint projects and/or tasks during the summer for Orientation 2022 and other events throughout the year.
- Planned and facilitated virtual and in-person workshops and events, promoting the Level Up program and TMU Leadership.
- Maintained and managed frontend development with HTML/CSS and backend of the website with over 1,200 users with a content/learning management system (CMS/LMS).
- Created website for the Student Leadership Conference, embedding and modifying custom code portions to create better designs and layouts for the website and tested to assure peak performance and usability before launch.

IT Support | Royal LePage Corporate February 2021 – April 2022

- Performed installations, upgrades, and troubleshooting for users and devices, including laptops, desktops, printers, and smartphone devices.
- Configured and installed software, executed hardware and software upgrades, and supported disaster recovery and backup procedures.
- Installed firewalls and anti-virus software and deployed 2-factor authentication to ensure data integrity and cybersecurity.
- Responded to on-call technical difficulties and performed quick recovery.

Education

Toronto Metropolitan University | formerly Ryerson University

2018 – 2023

Bachelor of Science (Honours) in Computer Science