Co-op & Career Centre
Resume Gallery

School of Advanced Technology

ALGONQUIN COLLEGE | Co-op & Career Centre

Table of Contents

Auston Laporte

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EDUCATION

Artificial Intelligence Software Development   September 2022- Present

Algonquin College, Ottawa ON

- Dean's Honours List 3.8/4.0 GPA

PROGRAM RELATED SKILLS

- Apply systematic approaches and methodologies to analyze, build, and execute safe artificial intelligence (AI) software systems that willfully corporate needs
- Create artificial intelligence models that recognize trends, offer insights, make action recommendations, or carry out activities on their own for stakeholders
- For a range of audiences, stakeholders, and goals, prepare and convey analysis, reports, and recommendations in a variety of formats
- Conduct software development and deployment to uphold the moral principles of data neutrality, equality of access, impartiality, privacy, and confidentiality
- Comply with your job's laws, rules, data governance, professional ethics, and industry standards
- Determine and put into effect discipline-specific procedures that benefit the local and international society through civic engagement, financial stability, and environmental stewardship
- Analyze and implement commercial and bespoke AI software components to integrate them into software systems

WORK EXPERIENCE

Jewellery Sales Associate   October 2022- Present

AC Custom Diamonds

- Engage positively with customers, providing professional support for sales and service needs
- Provide excellent customer service through active engagement, direct eye contact, and active listening skills.
- Asking open-ended questions to ascertain what type of item the customer desire, price range limits, and recipient of the item.
- Manage and process customer payments through a POS made by credit and debit cards as well as cash

Cart Attendant   January 2021- August 2022

Sobeys

- Engaged customers in friendly conversation, providing customer service to ensure a pleasant shopping experience

- Gathered and ferried carts back to the store, and helped guests carry out and load larger items or large grocery orders
- Kept entrances clean of debris or clutter, cleaned up spills throughout the store, stocked shelves, and cleaned restrooms and other surfaces
- Helped customers find stock, manned register as backup, bagged groceries, and retrieved and replaced damaged items noticed at checkout

CERTIFICATIONS & TRAINING
- CPR and First Aid Training
- WHMIS

SALMA ABU-HASSAN

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www.linkedin.com/in/yournamehere

EDUCATION

Artificial Intelligence Software Development   Sept 2022-Apr 2023
Algonquin College, Ottawa ON

PROGRAM-RELATED SKILLS

- Use organized techniques and processes to develop secure artificial intelligence (AI) software systems that consciously serve company needs
- Develop artificial intelligence models that can identify trends, provide insights, suggest courses of action, or do tasks on their own for stakeholders
- Create and provide analysis, reports, and recommendations in a variety of forms for a range of audiences, stakeholders, and goals
- Uphold the moral ideals of data neutrality, equality of access, impartiality, privacy, and confidentiality when developing and deploying software
- Adhere to the laws, regulations, data governance, standards set forth by your industry, and your profession
- Choose and implement discipline-specific practices that advance civic involvement, financial stability, and environmental stewardship in the local and global community

ACADEMIC PROJECTS

Artificial Intelligence Project   Nov 2022
- Worked in a team environment developing leadership and communication skills
- Engaged in the initial phase of the practical design and build of a year-long project using software development principles, and developing testing frameworks to validate that project deliverables meet requirements

WORK EXPERIENCE

Sales Associate   Oct 2022- Present
Old Navy
- Providing detailed product knowledge to customers to ensure a pleasant shopping experience
- Organize the store and fitting rooms to ensure a safe and enjoyable shopping experience
- Performing stock processing by filling and stocking floor racks and backstock racks
- Highly proficient in accepting cash, debit, and other payment methods from customers

VOLUNTEER EXPERIENCE

Food Bank Volunteer   Jan 2019- Sept 2022
The Ottawa Food Bank
- Greeted visitors at the door and sent them on the right path to the facility
- Prepared coupons for food and gave them out to community members
- Food donations were sorted and packaged for shipping to underprivileged families.
- Kept the volunteer center and warehouse areas tidy and organized
- Helped with shelf stocking and eliminating outdated goods
- Traffic on the floor was observed to ensure that consumers moved through the aisles smoothly and to help with product access or disruptive accidents.
- Assisted in recruiting, orienting, and training new volunteers

CERTIFICATIONS

- IBM Applied AI Professional Certificate
- IBM AI Engineering Professional Certificate

REFERENCES

Timothy Sondermann
General Manager, Old Navy
613-855-1690
TimoSond0111@OldNavy.com

JONATHAN SAUNDERS

613-555-0998
saun0000@algonquinlive.com

EDUCATION

Bachelor of Engineering (Automation and Robotics)   Sept 2021- April 2025
Algonquin College, Ottawa, ON
- Dean's Honors List 3.6/4.0 GPA

PROGRAM-RELATED SKILLS

- Applying engineering principles to analyze, design, alter, and support mechanical, software, and electrical components, processes, and systems
- Building useful robotic parts by learning about and combining the principles of mechanical, electrical, and software engineering
- Designing and integrating solutions, creating autonomy algorithms and controls, and transforming current non-autonomous systems into autonomous or semi-autonomous systems
- Applying engineering and mathematical methods to analyze and resolve challenging technical issues in the realm of robotics and automation.
- Learning and applying troubleshooting skills and procedures, you can take the lead and carry out diagnostics on a variety of industrial automation controllers, sensors, data-collecting devices, and interfaces
- Ability to identify and apply discipline-specific factors that enable the contribution to the local and global community through social responsibility, economic commitment, and environmental stewardship.

WORK EXPERIENCE

Landscaper   May 2017-Oct 2021
Five Star Property Works
- Created flower beds and container gardens with help from residential clients
- Applied pesticides to lawns, edible fruits, and vegetables, and followed environmental laws and best practices
- Skilled lawn care services, including mulching, aerating, and pruning around flower beds, walls, and walkways
- Identified and eliminated harmful weeds and invasive species to improve the look of the garden and the ecosystem
- Cleared brush and rubbish from manicured areas in the fall and spring

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Henry Duggan

613-555-0713 | Dugg0019@algonquinlive.com

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EDUCATION

Bachelor of Engineering (Automation and Robotics)   Sept 2022-April 2026
Algonquin College, Ottawa, ON
- Dean's Honors List 3.77/4.00 GPA
- Selected coursework: Advanced Programming and Data Structures, Introduction to Robotics, Fluid Mechanics and Hydraulics

PROGRAM RELATED SKILLS

- Analyzing, designing, modifying, and supporting mechanical, software, and electrical components, processes, and systems using engineering concepts
- Designing and integrating solutions, developing autonomy algorithms and controls, and converting existing non-autonomous systems into autonomous or semi-autonomous systems are some of the tasks that need to be completed to build functional robotic components.
- Using mathematical and engineering techniques to examine and address complex technical problems in the field of robotics and automation
- Learning and applying troubleshooting skills and procedures, you can take the lead and carry out diagnostics on a variety of industrial automation controllers, sensors, data-collecting devices, and interfaces
- Ability to identify and apply discipline-specific factors that enable the contribution to the local and global community through social responsibility, economic commitment, and environmental stewardship.

WORK EXPERIENCE

Sales Associates   Oct 2022-Present
Northern Warehouse
- Offered helpful customer service by guiding customers to the right products and answering product-specific questions
- Highly skilled in accepting credit, debit, cash, and other forms of payment from customers
- Kept track of daily and weekly sales to ensure targets were met promptly
- Managed and monitored products to ensure inventory was accurate
- Restocked items and rearranged the sales floor to ensure the store was neatly stocked and visually appealing

Practical Nurse   May 2009-Aug 2022
Queensway Carleton Hospital
- Completed nursing tasks such as taking vital signs, applying sterile dressings, ensuring infection control, monitoring nutritional intake, and conducting specimen collection

- Evaluated patients' progress and consulted with appropriate members of the healthcare team
- Administered medication and observed and documented the therapeutic effects
- Monitored established respiratory therapy and intravenous therapy
- Provided health education to people and their families

VOLUNTEER EXPERIENCE

Activity Aide   Dec 2022-Present
Bank Street Retirement Home
- Supervised exercise programs and church services to ensure community engagement
- Visited residents and built relationships through positive and meaningful connections
- Set up a cafeteria to provide residents with adequate nutrition

LICENSES

Registered Practical Nurses (RPN)   April 2009-Aug 2022
Nurses of Ontario, Ottawa, ON

Bobby Smith

613-555-3833 | smittyzs102@algonquinlive.com

Education

Diploma in Biotechnology (Advanced)   Sept. 2022 - Present
Algonquin College, Ottawa ON

- Dean's Honours List; GPA 3.6 / 4.0 Fall Semester 2018
- Dean's Honours List; GPA 3.6 / 4.0 Winter Semester 2017

Program-Related Skills

Laboratory Equipment: Micropipettes, serological pipettes, volumetric pipettes, Burettes, volumetric flask,

Erlenmeyer flask, beakers, graduated cylinders, analytical balance, etc.

Software Tools: Microsoft Office (Word, Excel, Outlook)

Gene identification: Gel electrophoresis

Differential Stains: Gram-stains

Titrations: acetic acid, phosphoric acid

- Performed and graphed titrations using Excel
- Created recombinant DNA and tested success of ligation through gel electrophoresis
- Identified gram-positive and gram-negative bacteria by a gram-staining method
- Demonstrated proper laboratory procedures through the use of PPE and safe handling of equipment/ reagents
- Strong communication skills to prepare detailed laboratory reports

Additional Qualifications
- Ability to clearly communicate with team members and supervisors in a professional environment
- Highly cooperative and excels in a team environment as demonstrated during the 5+ years in various customer service roles
- High interpersonal skills and patience
- Use effective time-management strategies to schedule tasks and complete work to deadlines

Work Experience

Assembler, Beer Store Distribution Center, Ottawa, ON   June. 2019 – Present
- Assembled pallets of beer to be loaded on transport trucks for delivery to retail locations
- Accompanied drivers to assist in deliveries (unloading and loading truck)
- Utilized heavy equipment (transporter) to assemble pallets
- Developed time management skills by strategically assembling pallets to finish orders on schedule

Special Needs Support, ABC Healthcare Associates, Ottawa, ON   May. 2018 – May. 2019

- Working with adults with physical and behavioral disabilities
- Assist clients in their physical, social, emotional, and daily life skills development
- Provides clients with emotional support
- Assist client's day-to-day needs such as: bringing to medical appointments, eating/other human needs, recreational activities
- Developed interpersonal skills through assisting clients
- Developed accountability skills through being responsible for the well-being of clients whilst providing care

Meat Clerk, Loblaws, Ottawa, ON   **Feb. 2017 – Apr. 2018**

- Provided superior customer service by creating a friendly environment and demonstrating strong product knowledge
- Aided customers by providing knowledge of the product
- Stocked isles with product
- Unloaded orders and organized them in a cooler
- Developed knife skills by learning to cut meat

References

Jimmy Wong– Special Needs Support, ABC Healthcare Associates
613-555-1212, j.wong@abchealth.ca

Peter Dubue – Meat Department Manager, Loblaws Canada
613-809-5635, peter.dubue@loblaw.ca

Muhammad Ali

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Education

Diploma in Biotechnology (Advanced)   Sept 2021 - Present
Algonquin College, Ottawa, ON
- • Dean's Honours List; GPA 4.0/4.0

Bachelor's Degree in Health Sciences (Honours)   Sept 2015 – Aug 2017
McMaster University, Hamilton, ON

Program-Related Skills

Biology Laboratory Skills: DNA extraction, gel electrophoresis, PCR, plasmid DNA recombination, bacterial transformation, microscopy, and staining

Chemistry Laboratory Skills: spectrophotometry, liquid-liquid extraction, thin-layer chromatography, gravimetric analysis, and titration

Additional Qualifications

- • Two years of experience in a laboratory setting performing cell culture, protein assays, and western blotting
- • Work effectively both individually and as a member of a group
- • Strong organizational, problem-solving, and time-management skills
- • Experience with Microsoft Office, Microsoft Word, Microsoft PowerPoint, and Microsoft Excel.
- • Fluent in English and conversational French

Related Experience

Assistant Researcher, Jill's Health and Wellness,   Feb 2017 – Aug 2021
Orleans, ON
- • Performed basic cell-culturing, protein assays, and western blotting
- • Familiar with the collection of microvesicles
- • Prepared stock buffer solutions and other materials as necessary
- • Kept the work area clean, washed dishes by hand, and prepared items for decontamination

Other Work Experience

Customer Service Associate, The Home Depot   Sept 2021 – Present
  Ottawa, ON
- Provide prompt and professional customer service in a busy environment
- Assist customers with special orders, installations, online orders, and deliveries
- Solve problems by contacting the project support center or vendors on the behalf of customers
- Assist customers with credit card applications and payments
- Process returns for in-store, special order, and online purchases

Head Cashier, The Home Depot   Jan. 2019– Mar. 2021
Kanata, ON
- Provided training and supported cashiers, maintained and troubleshot equipment
- Monitored metrics, assessed accuracy, and provided feedback to cashiers
- Co-ordinated breaks and lunches for cashiers and lot associates
- Opened and closed tills, tested EAS system
- Ensured that the cash gates and front vestibule are clean, well-stocked, and signed
- Provided customer service while processing sales with speed and accuracy.
- Assisted customers with the operation of the self-checkout, invited customers to the self-checkout to reduce lines, and proactively offered to assist customers with large items

Certifications

- WHIMIS
- OSHA
- Biosafety Containment Level 2

References

Jill Brown	Donald Johnson
Owner, Jill's Health and Wellness	Department Supervisor, Special Services
	The Home Depot
(905) 6131234 ext. 5	(613) 867-5209 ext. 451
jillbrown@bellnet.ca	Donald.johnson@homedepot.ca

Howard Kerney

Tel: (613) 555-5555   **Email:** howardk@algonquinlive.com

Education

Business Intelligence Systems Infrastructure Graduate Certificate
Algonquin College, Ottawa ON
September 2022-Present

Computer Programming Diploma
Algonquin College, Ottawa ON
April 2017

Program-Related Skills

- Java/Swing/AWT, Microsoft Office Suite (Excel, Word, PowerPoint), Microsoft Visio
- Microsoft Access, Visual Studio (C#), Eclipse, Oracle, MySQL, Bash Scripting (Linux)
- VMware, Tableau, SPSS Modeler/Statistics, IBM Cognos BI
- HTML/CSS, PHP, Android Development, Business Programming (COBOL), Python Scripting
- Object-Orientation, Polymorphism, Inheritance, Encapsulation, Modularity, Data
- Sorting/Indexing/Insertion/Deletion Iteration/Recursion, Interfaces, Collections, Design Patterns (Get/Set, Delegate, Singleton, Factory/Builder), Network Diagnostics

Academic Projects

Tableau Visualization Project

- Answered questions using collected data, and allowed users to access and explore the material through a dashboard
- Team studied living spaces in Ottawa and added factors such as nearby crime rates, census data, and services to allow some variance in determining a suitable home for a particular set of requirements

Client Project, Data Visualization

- Created action filters, parameters, and calculated sets for preparing dashboards and worksheets in Tableau.
- Created multi-dimension bar graph, pie chart, and interactive dashboard using Tableau desktop

- Created worksheets of selected attributes, such as regions and years, displaying as visualized

Related Experience

Quality Control Analyst
Gamers Inc., Ottawa ON
September 2018-Present
- Performed manual testing of game software
- Determined issues within the software, and the methods of reproducing them
- Managed multiple versions of the software through the use of continuous integration tools and gaming platforms
- Tracked the progress of various issues across builds using JIRA software

Work Experience

Contractor
Self Employed, Ottawa ON
July 2021-September 2018
- Subcontracted for various home improvement/repair tasks, including painting, landscaping, and minor electrical work
- Processed and sorted returns, and tagged damaged items to be returned to the vendor
- Prepared bank deposits, managed change orders, balanced tills, and investigated discrepancies

Produce Associate
Walmart, Kanata ON
May 2017-May 2018
- Stocked display counters and confirmed that the counters were organized and full
- Culled the department to verify the quality and freshness of the merchandise
- Ensured that products were clearly labeled with the correct price, country of origin

References

Joe Smith
Owner
Gamers Inc.
613-555-2325, joe.smith@gamersinc.ca

Tammy Jones
Department Manager, Electronics
Walmart Canada (Kanata Centrum)
613-555-7676

Nevada Mellon   613 745 1576 | mello51803@algonquinlive.com

Education
Computer Engineering Technology – Computing Science   **Sept. 2021 – Present**
Algonquin College, Ottawa, ON

- Dean's Honours List; GPA 3.8 / 4.0
- Selected Coursework: Object-Oriented Programming (Java), Network Programming, Operating Systems (Windows, Linux), Calculus, Communications 1

Program-Related Skills
Programming Languages: Java, SQL,

Operating Systems: Windows XP, Windows 7, Windows 8, Windows 10, Ubuntu, Linux

Database Management Systems: PostgreSQL

Software Tools: Eclipse, MySQL Workbench, SQL Server Management Studio 2017, VMWare Workstation,

Microsoft Office (Word, Excel, Outlook)

- Created, tested, and maintained Java program codes using object-oriented methods
- Tested and generated well-designed databases and manipulated database objects using basic and advanced SQL commands
- Debugged programs using manual techniques and computerized programming tools
- Strong knowledge of various operating systems and how they interact with hardware and software
- Comfortable utilizing the command line on multiple systems
- Strong technical communication skills to prepare detailed technical reports and effective presentations

Additional Qualifications
- Ability to clearly communicate with team members and supervisors in a professional environment
- Highly cooperative and excels in a team environment as demonstrated during the 2+ years in various customer service roles
- Effective leader; trained and supervised personnel
- Use effective time-management strategies to schedule tasks and complete work to deadlines
- Languages: Fluent in English and basic French

Academic Projects

Rock Paper Scissors Lizard Spock (Java) – Single-player text-based hand sign game using

Object-Oriented Programming

Dice Betting Game (Java) – Single-player text-based dice betting game using Object-Oriented

Programming

Date Calculator (Java) – Created a program to calculate the difference between dates using Object

Oriented Programming

Work Experience

Rural Internet Service Technician, Mondenet, Cornwall ON   **Nov. 2019 – Jun.2021**

- Installed and maintained rural internet services for rural customers
- Conversed with customers daily, providing honest, helpful service
- Developed knowledge of wireless internet communications

Other Work Experience

Labourer, Mund-Ronnie Construction, Cornwall, ON   **Aug. 2017 – Oct. 2019**

- Worked in teams to complete many projects
- Learned new skills quickly and applied them on the job site
- Developed a strong knowledge of Health and Safety

Bouncer, Willnot Lounge, Toronto, ON Sep. 2013 – April. 2015

- Provided excellent customer service by creating a welcoming atmosphere, while administering the rules of the bar
- Trained in verbal judo (a way of diffusing situations with words)
- Dealt with belligerent college students in a fair and efficient manor
- Worked co-operatively with security and police
- Trained in writing incident reports

Cinder Katz

613-555-1212 | cinderk123@algonquinlive.com

Education

Computer Engineering Technology – Computing Science   **2021 – Present**
Algonquin College, Ottawa, ON

- Dean's Honours List – GPA 3.8/4.0
- Highlight of courses – Data Structures (Java), C Language, Object-Oriented Programming (Java), Database Management (MySQL), Linux, Networking Basics, Processor Architecture, Web Programming

Diploma in Internet Applications and Web Development   **2019-2021**
Algonquin College, Ottawa, ON

Program-related Skills

- **Languages:** Java, C, SQL, Assembly (Z80, 8051)
- **Operating Systems:** Windows, Linux (Ubuntu)
- **Virtual Environment:** VMWare Workstation
- **Development Tools:** Eclipse, MySQL Workbench
- **Network Tools:** Wireshark, Cisco Packet Tracer
- **Microcontrollers / Microprocessors:** 8051 families, Z80

Projects

- **Router Simulator** (Java) – using ArrayList and binary search
- **Bank Simulator** (Java) – using ArrayList and LinkedList with Hashing
- **Final Grade Calculator** (Java) – using ArrayList and LinkedList
- **Dictionary** (Java) – using TreeMap
- **Network Applications** (C language) – multiple clients open multiple browsers on the server
- **Call Tracking Database** (MySQL)

Work Experience

Engineering Helper   **2017 – 2021**
Tony's Engineering and Construction, Ottawa, ON

- Optimized refinery pneumatic systems to digital systems
- Made connections with clients on-site to discover existing problems

- Provided solutions and recommendations to clients
- Ensured client satisfaction and modified if needed

Software Developer   **2014 – 2015**
PH Telecom and Telecommunications High School Co-op, Ottawa, ON

- Added caller ID and night call features to existing software of call center (C language and assembly)
- Helped maintain software for two call centers
- Debugged and optimized software for a call center to be able to have more features with existing hardware

References

Mrs. Laura Diaz
Junior Kindergarten Teacher Bayview Public School
613 -123 - 4456   laura.diaz@ocdsb.ca

Mrs. Jane Jones
Coordinator and Professor Computer Engineer Technology
613 - 122 - 4899 x 3123 jonej@algonquincollege.com

Lou Tenant

(613)-987-4567 | tenant007@algonquinlive.com

Education

[COMPUTER PROGRAMMING](#) | **ALGONQUIN COLLEGE**, **OTTAWA, ON | 2022 - PRESENT**

BACHELOR OF FILM AND MEDIA | CONESTOGA COLLEGE, KITCHENER, ON | 2009-2013

Program-Related Skills:

- Proficient in Microsoft Office: Excel Spreadsheets, Word, PowerPoint Presentations
- Intermediate knowledge of Java, JavaScript, HTML, CSS, SQL, After Effects – experience coding simple Java programs and web pages, reading UML diagrams, JavaFX, Database architecture, Normalization, Network structures, analyzing systems, data entry
- Team player: works well with others, contributes to discussions, follows instructions well
- Problem Solver: finding alternative solutions to problems, thinking outside the box, developing ideas through teamwork
- Detail-oriented: delivering polished final products, good eye for preventative measures
- Bilingual: English, French

Academic Projects

- Simple Java games, dice rolling, quizzes using JavaFX
- HTML with CSS and JavaScript modifications
- SQL Queries built to sort through large databases for specific results

Experience

TELESALES ASSOCIATE | CONCERTO TELESERVICES | APRIL 2017 - PRESENT

- Informing customers of upcoming symphonic events and preselling subscriptions
- Met funding deadlines to ensure client satisfaction
- Customer service focused – Ensuring that customers leave each engagement feeling validated, reinforcing that their opinions matter, and that they are being heard and achieving harmonious settlements to conflict resolution

SALES ASSOCIATE | LCBO | WINTER 2016

- Charged with sales of spirituous beverages
- Conflict resolution: Dealing with unruly customers and minimizing merchandise loss
- Customer service focus – Ensuring that customers find what they need promptly and leave the business satisfied with their purchases, recommending products based on client specifications

SALES REPRESENTATIVE | MAC'S MILK/CIRCLE K | APRIL 2015 - 2016

- Front Counter Convenience
- Conflict resolution: Minimized merchandise loss, settling disputes between customers, age-based refusal of service for tobacco and lottery items
- Sold tobacco, lottery tickets and various snacks and sundries
- Upsold featured goods and services to bring in greater sales

DEVELOPMENT WRITER | CHESLER/PERLMUTTER PRODUCTIONS | 2013 – 2014

- Wrote content for TV Movie-of-the-week summaries
- Critical thinking: Came up with creative solutions to common problems
- Developed story content
- Worked under strict deadlines: accustomed to pressure
- Provided editing and proofreading to senior staff

References

Ima Baker
Manager
Mac's Milk/Circle K
(613) 577-5635

Johnny Rowyurbote
Sales Manager
Concerto Teleservices
(613) 802-8106

Kelly Page

Cell: (123)123-1234
Page1234@algonquinlive.com

EDUCATION

Diploma in Computer Programming   Sept. 2021 - Present

Algonquin College - Ottawa, Ontario

- Dean's Honours List – **GPA 3.97/4.0**
- Courses include: Object-Oriented Programming (Java), Database, (SQL), Operating Systems (Windows, Linux), Web Programming, (HTML, CSS, JavaScript, PHP), Technical Writing

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PROGRAM - RELATED SKILLS

Programming Languages:
- Java 8 (includes JavaFX, Swing) C# (includes .NET frameworks, Unity engine)
- SQL, HTML5, CSS
- PHP 7 (includes using Object-Oriented Principles to create dynamic websites)
- C / C++, Python, Ruby
- Assembly (general knowledge/non-specific architecture)

Software Knowledge:
- IDE Software: Eclipse, Android Studio, Visual Studio, IntelliJ, NetBeans, PHP Storm, Atom
- Database Software: PostgreSQL, MS Access, MS SQL Server, Oracle, MySQL, MongoDB
- Microsoft Office Suite: Microsoft Word, Excel, PowerPoint, Access
- Adobe: Acrobat, Photoshop, Illustrator, Spark
- Operating Systems   Windows (XP, 7, 8, 10)
- Linux (Mint, Ubuntu, RedHat)

Hardware:
- Proficient with the installation, upgrading, and troubleshooting of x86-basedd computers

ACADEMIC PROJECTS

Computer Programmer

- **Trivia Software (Java)** – Used JavaFX panes, ArrayLists, OOP concepts, serializable objects
- **Serializable Object Editor (Java)** – (Extra project) Additional software to modify trivia files
- **WP Eatery Website (HTML, CSS, PHP)** – Created a dynamic website using PHP and SQL to perform CRUD operations with HTML forms as user input
- **Pivot Tables (SQL Server, Excel)** – Created an SQL database with connections to Excel workbooks to create pivot tables
- **Solitaire Dice (Java)** – Single-player text-based dice game using Object Oriented Programming

WORK EXPERIENCE

Game Developer/Designer   Sept. 2017 – Jan. 2019

Reality Gamers

- Co-Designer and Lead Developer for the Virtual Reality game
- Released on the Steam platform for the Windows Operating System (HTC Vive/Oculus Rift)
- Git version control
- Created using Unity, C#, and Finite State Machines (Visual Scripting)

Team Leader   Nov. 2016 – Nov. 2017

Canada Revenue Agency

- Managed a team of 26 employees to complete various clerical jobs (including data entry)
- Created and maintained performance reports, evaluations, and instructional documentation
- Changed procedures to remove bottlenecks, increase production, and improve efficiency
- Provided resources for employees to help resolve conflicts and various work issues
- Participated in meetings with senior management on a regular basis

Taylor Smith

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www.linkedin.com/in/yournamehere |www.github.com/smitht

EDUCATION

Diploma in Computer Programming   Jan.2022 – Present
Algonquin College, ON, Canada
- GPA: 3.93/4.0

                                                                        June 2017 – Aug 2019
Hydraulic Engineering
Hebei University of Engineering, Hebei, China

PROGRAM-RELATED SKILLS

- Programming Languages: Java, SQL, Bash script
- Java: JavaFX, JUnit, OOP with Design Patterns
- Database: MySQL, Oracle, SQL Server, MS Access, PostgreSQL
- Web Programming: HTML, CSS, PHP, JavaScript
- Android: XML, Adapter, SQLite, AsyncTask, SQLiteOpenHelper
- Networking Programming: TCP/IP protocols, Client/Server Programming
- Extensive Knowledge: Business Intelligence (BI), Git, VMware, Apache, Weka, GIS
- Operating System: Windows, Linux

PROJECTS

Movie Information Application
- Developed an Android application in Android Studio with add, delete and download functions, allowing users to import data from online XML files into the application's database using AsyncTask and SQLiteOpenHelper
- Built ListViews to present real-time information using ArrayAdapter
- Built Fragments to support both phone and tablet
- Implemented Toolbars for jumping into other layouts
- Implemented Dialog, Progress Bar and Toast

Elevator Simulator

- Analyzed the project requirements and designed UML diagram and Sequence diagram
- Implemented an elevator simulator to mimic an elevator system with 4 elevators in Java using MVC pattern
- Dealt with requests asynchronously with Thread and Synchronized block
- Built animated GUI with JavaFX and AnimationTimer
- Finished 10 test cases using Junit covers happy paths and sad paths

Property Tax Analytics Dashboard

- Developed a dashboard with Java to analyze and display the property tax assessments in CSV type
- Analyzed average value/standard deviation/value distribution for 2016 Vancouver property
- Drilled down property value summarized by street name and postal code using HashMap
- Implemented data visualization with TableView/PieChart/LineChart
- Created HTML user guide in HTML

Web Browser

- Developed a fully functional browser in Java
- Built GUI of browser using JavaFX
- Implemented functions for adding and deleting bookmarks and history records using FileIO

Restaurant Website

- Designed a website for a restaurant with PHP/HTML/CSS/JavaScript
- Developed two main modules: customer management and login authentication
- Designed the database and implemented CRUD functions
- Dealt with customer registration using mysqli
- Wrote form validation for required or customized validators for each input in JavaScript

WORK EXPERIENCE

Tutor   Feb.2019 – Present
Algonquin College, Ottawa, ON

- Tutored fellow students to improve and advance their understanding of the Android course
- Explained course-specific content and helped with preparation for tests and exams

Research Assistant   Jun.2015 - May.2017

Institute of Water Resources and Hydropower Research, China

- Analyzed and edited DEM data, GIS data, hydrological data in ArcGIS
- Processed high resolution imagery for analysis and base maps
- Created regional water system hydrodynamic model in MIKE11
- Completed five provincial projects as a project lead or a participant

CAD Operator   Feb. 2014 - Jun. 2014

Civil Engineering Company, China

- Produced civil engineering construction drawings using AutoCAD
- Coordinated with designers and technicians to incorporate concepts and information
- Assisted with reports and presentations
- Assessed and developed business needs

REFERENCES

Ashley Quinn Supervisor,
Peer Tutoring Algonquin
College
613-123-4567

Peter Duong
Professor
Algonquin College
613-987-6543

Anthony Lee

(613) 963-9632 | lee123@algonquinlive.com

EDUCATION

Diploma in Computer Systems Technician - Networking   May 2021 - Present

Algonquin College, Ottawa, ON

- o   Dean's Honours List
- o   Cumulative GPA 3.68 / 4.0

PROGRAM – RELATED SKILLS

Operating Systems: Windows 7, Windows 8, Windows 10, Windows Server 2008 R2, Windows Server 2016, CentOS 7, Cisco IOS, ArubaOS

Software Tools: Active Directory, Exchange Server 2010, Hyper-V Manager, PuTTY, Wireshark, VMware

- o   Running multiple virtualized environments at once using VMWare Workstation Pro 14
- o   Troubleshooting software, hardware and firmware on laptops and desktops
- o   Experience in writing documentation materials during troubleshooting
- o   Experience with IPv4 and IPv6 addressing in a network environment
- o   Knowledgeable with Cisco Networking (CCNA) and Aruba Networks
- o   Ability to complete tasks under time constraints

WORK EXPERIENCE

Internship   February to April 2017

Software Inc., Ottawa ON

- o   Followed requirements for installing System Center Configuration Manager, SQL 2016 and Windows Server 2016
- o   Deployed Enhansoft reporting software (Enhanced Web Reporting, Warranty Information Reporting and Monitor Information Reporting) on machines in Configuration Manager Current Branch and analyzed results
- o   Created Virtual Machines using Hyper-V Manager running various Operating Systems (Windows 8,10, Server 2016, Ubuntu 16.04)
- o   Updated Warranty Information for Microsoft Surface devices

o　Formatted Hard Drives and Computers with Windows Server 2016 and older

Customer Service Representative   July to September 2016
Grocery Market, Ottawa ON

　　o　Ensured shelves were stocked with food items for easy access for customers
　　o　Monitored hot foods and soup to keep a temperature log and refill any necessary food as well as keeping it presentable to customers
　　o　Fulfilled customer questions and requests for packaging food, reading ingredients and nutrition facts
　　o　Developed ability to communicate and work well with co-workers by discussing daily responsibilities

VOLUNTEER EXPERIENCE

Student Council, High School Senior   September 2015 to June 2016
High School, Ottawa ON

　　o　Managed notes and attendance of students during weekly meetings
　　o　Developed leadership skills by coordinating, anorganizingng weekly, daily 'spirit' events
　　o　Respected other opinions and ideas when thinking of engaging activities for the school

REFERENCES

Jane Cartwright
Chief Architect, Software Inc.
Phone: 613-222-5566
Email: jane.cartwright@softwareinc.ca

Bob Talbot
Manager Grocery Market
Phone: 613-227-8566
Email: talbotb@grocerymarket.ca

Logan Brown

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Education

[Diploma in Computer Systems Technician – Networking](#)   Sept. 2021 - Present
Algonquin College, Ottawa ON

- GPA: 3.8/4

Program-Related Skills

- **Experience configuring network components** (TCP/IP, Routing, Switching, ACLs, DHCP, NAT for IPv4, DNS, VLANs)

- **Knowledge in server administration** (Windows Server 2008, Active Directory, Creating and maintaining infrastructure, Configuring GPOs, Account Creation and Management, File and Print Services, Administering Network Components (DNS, DHCP), Creating and joining domains

- **Installing, Configuring, and Troubleshooting Computer Hardware and Software (**hardware replacement, system disassembly and reassembly, Installing OSs, System Imaging, RAID installation, Printers)

- **Experience Setting Up Linux Workstations** (Ubuntu, CentOS 7, Writing Scripts, Hard Drive Partitioning, LVM, XFS Backups, systemd, installing packages and repositories)

- Comprehension of ITIL concepts

- **Experience with Network Tools** (Wireshark, Cisco Packet Tracer, Terminal Emulation Software)

- Ability to excel in a dynamic environment

Work Experience

Car Detailer   May 2018 – Current
Ottawa Honda, Ottawa, ON

- Independent car detailing expert in charge of cleaning clients' vehicles
- Interacted with customers professionally to strengthen company relationships with clientele
- Communicating with clients to ensure customer satisfaction is in line with company goals
- In charge of storage maintenance and cleaning product dilutions
- Sold services on the spot through a concise sales pitch and friendly demeanor
- Trained employees according to company policies and practices

Stock Clerk   June 2017 – May 2018

Metro Canada

- Guided customers with thorough instructions to find desired items
- Ability to prioritize tasks in terms of importance
- Worked alongside department manager to build displays in store

Fast Food   May 2015 – December 2015
Cashier

- Completed tasks in a timely manner while working under stressful and busy situations
- Resolved conflicts from irate customers alongside management
- Learned McDonalds point of sale operating system proficiently
- Handled cash accurately in a busy atmosphere to ensure store cash balance was congruent with store sales
    - Achieved daily sales goals by facilitating teamwork and following procedure

References

Jim Clark – Manager, Cars
Tel: (369) 852-4569, Email: info@cars.com

Donald Lane– Professor, College   Tel: (753)
145-7896, Email: Lane@college.com

Mark Taiwo

Mt0002@algonquinlive.com | 616 - 133 333 |github.com

Education

Graduate Certificate in Cyber Security Analysis   Sep. 2022 - Present

Algonquin College — Ottawa, ON

- Dean's Honours – GPA 3.9/4.0

Bachelor's Degree in Information Security   Sep. 2019 – Aug. 2021

University of Toronto — Toronto, ON

Program-Related Skills

- Familiar with how to secure networks using Cisco Routers/Switches.
- Securing networks using other IDS/IPS, UTM and other security appliances.
- Penetration Testing Fundamentals: basic understanding of the tools and methods needed to conduct a proper security assessment of an organization.
- Basic understanding of the tools and methods needed to conduct a proper forensic investigation/eDiscovery of a security event/breach.
- Understanding of risk management and threat-risk assessments for identifying what must be protected.
- Ability to plan for the worst-case scenario(s) and how to proceed to recovery.

Work Experience

Weather Telematics   **Jun 2018 – Mar 2020**
Full Stack Software Developer - Remote
- Technical Experience: Python, JavaScript, Bash, Scala. PHP, Node.js, Docker, Kubernetes, SQL, GCloud, Spark
- Improved an existing product while analyzing, reformatting, testing and documenting a large code base.
- Learned technical subjects on an ongoing basis to complete specialized weather reports and improve products.
- Worked closely within a small team while managing many responsibilities and aspects of company operations.
- Hired and transferred roles from Fluent Solutions on recommendation of the management of both companies.

Fluent Solutions   **Dec 2017 – Jun 2018**
Full Stack Software Developer – Remote
- Technical Experience: Python, JavaScript, Bash, Ruby on Rails, C# PHP, Docker, Kubernetes, SQL, GCloud

- Reformatted a vehicle maintenance reporting application to include a public facing customer intake procedure.
- Completed fixes and documentation of internal systems as directed by management and other developers.
- Familiarized myself with many technologies and processes while working within a small dedicated team.
- The product has been expanded upon and is found as Optimum Fleet Health on the myGeoTab Marketplace.

Colony VR   **Jun 2017 – Sep 2017**
Full Stack Web Developer - Office and Remote
- Technical Experience: JavaScript, Node.js, ReactJS, JSON, GCloud, GSuite, Jira, Windows, HTC Vive
- Collaborated with a junior programmer while creating tools for analysis of customer supplied business reviews.
- Independently created tools for accepting group reservation requests and presenting software reviews.
- Worked with industry experts while experimenting with Virtual Reality technology via the HTC Vive.
- Completed a business analysis report focusing on Colony VR's internal processes and business goals.

EDUCATION

Electro-Mechanical Engineering Technician   Sept 2022- Aug 2024
Algonquin College, Ottawa, ON
- Dean's Honour List 4.0/4.0 GPA
- Major Courses:
  o Digital Logic Analysis
  o Microcontrollers
  o Programmable Logic Controllers I

PROGRAM RELATED SKILLS
- Build mechanical, electrical, and electronic parts and assemblies in compliance with blueprints, specifications, and operational guidelines by industry standards
- Develop strategies for ongoing personal and professional development to enhance work performance and to remain current in the field and responsive to emergent technologies and national and international standards.
- Contribute as an individual and a member of an electromechanical engineering team to the effective completion of tasks and projects
- Support project management activities such as planning, implementation, and evaluation of projects, and monitoring of resources, timelines, and expenditures as required
- Interpret and prepare electrical, electronic, and mechanical drawings as well as other associated technical documentation and graphics for a range of stakeholders
- Maintain and repair all mechanical, electrical, and electronic parts, devices, and systems
- Determine and put into effect discipline-specific procedures that benefit the local and international society through civic engagement, financial stability, and environmental stewardship

WORK EXPERIENCE
Senior Sales Associate   Oct 2022- Present
EB Games, Ottawa, ON
- Offered helpful customer service by guiding customers to the right products and answering product-specific questions
- Highly skilled in accepting credit, debit, cash, and other forms of payment from customers
- Worked in a team environment developing leadership and communication skills
- Acted as supervisor, making final decisions, and overseeing shift-shift floor operations
- Followed company procedures and guidelines to ensure safety for both customers and associates

Customer Service Representative   Sep 2020-Oct 2022

The All-Time Canadian Superstore
- Responded to customer requests for products, services, and company information.
- Developed community reputation through a commitment to customer satisfaction and strong client relationships.
- Processed customer returns and purchases in the form of debit, credit, cash, and store credit
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns
- Answered customer telephone calls promptly to avoid on-hold wait times
- Offered advice and assistance to customers, paying attention to special needs or wants

VOLUNTEER EXPERIENCE

Cross Guard
Safe Crossing
- Used signs, hand signals, and flags to control car and foot traffic conditions
- Interrupting traffic to allow students, parents, and other pedestrians to safely cross streets
- Instructed children to safely cross streets using crosswalks and watching traffic lights
- Discouraged children from behaving unsafely near traffic to reduce injuries and accidents

REFERENCES

Zainab Altair
Manager, EB Games
613-220-4985
ZainabAltair@EBGames.com

John Anderson
Manager, The All-Time Canadian Superstore
613-869-5820
JohnAnderson@TATCS.ca

Henry Lumina

EDUCATION

Electro-Mechanical Engineering Technician   Sept 2022- Aug 2024
Algonquin College, Ottawa, ON
- Major Courses:
    - Digital Logic Analysis
    - Microcontrollers
    - Programmable Logic Controllers I
    - Technical Communication for Technicians

Electrical and Computer Engineering   Sept 2016- April 2020
Carleton University, Ottawa, ON

PROGRAM RELATED SKILLS

- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment, and environmental stewardship
- Contribute as an individual and a member of an electromechanical engineering team to the effective completion of tasks and projects
- Maintain and repair electrical, electronic, and mechanical components, equipment, and systems to ensure that they function according to specifications and optimize production
- Support project management activities such as planning, implementation, and evaluation of projects, and monitoring of resources, timelines, and expenditures as required
- Apply, analyze, build, install, commission, and troubleshoot a variety of mechanical, electrical, and electronic control systems, logic and digital circuits, passive AC and DC circuits, and active circuits
- Fabricate and build electrical, electronic, and mechanical components and assemblies by operating standards, job requirements, and specifications
- Interpret and produce electrical, electronic, and mechanical drawings and other related technical documents and graphics for a variety of stakeholders in compliance with industry standards.

WORK EXPERIENCE

Mechanic   Jan 2022- Present
Luxury Automotive Rides
- Simplified complex repair processes to aid in decision-making and increase customer satisfaction
- To improve combustion and fuel economy, aftermarket components were retrofitted into car fuel systems
- Customers were talked to about the symptoms of their vehicles and given rough cost estimates
- Vehicles were examined for damage, and findings were recorded so that the required repairs could be made
- vehicle systems were modified to fulfill manufacturer performance requirements

- To fix vehicle issues, broken components were replaced
- Utilize electronic testing tools to troubleshoot fuel, ignition, and emissions-controlled systems

VOLUNTEER EXPERIENCE

Church Volunteer
United Church

- Welcomed guests with bulletins, instructions, and cordial discussion.
- Provided older youth with a positive adult role model by dressing, speaking, and acting appropriately.
- Solved conflicts between locals and missionary representatives have been defused and settled.
- Performed tasks by the relevant regulations, policies, and standards to foster a safe working environment.

CERTIFICATIONS & Training

- Certified Manufacturing Engineer
- Certified Quality Engineer
- EPA Operators Safety Certification
- First Aid and CPR Training
- WHIMIS Training

REFERENCES

John Kleeberg
Owner, Luxury Automotive Rides
613-580-9285
613-198-2765 (ext.229)
JohnKleeberg@LARgarage.com

Steffanie Gunther

613-819-6425 | Gunt0034@algonquinlive.com

EDUCATION

Environmental Management and Assessment   Sept 2022- April 2023
Algonquin College, Ottawa, ON
- Dean's Honour List 3.70/4.00 GPA

PROGRAM RELATED SKILLS

- Ability to create and deliver technical reports including figures, tables, and findings explanation in a scientific format.
- Examine the many laws governing federal, provincial, and municipal legislation as they relate to the demands of the project.
- In the industrial, commercial, institutional, and residential sectors, develop solutions for waste minimization and/or remediation.
- Examine how diverse environmental toxins affect the health of plants, animals, and people.
- Create strategies to lessen the impact of present industrial operations on the environment.
- Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment, and environmental stewardship.
- Apply modeling technology to simulate and predict environmental damage in a variety of situations.

WORK EXPERIENCE

Security Guard   Jan 2022- Present
All-In-One Protection
- Oversaw daily monitoring and patrolled buildings, grounds, and work sites
- Patrolled and monitored premises in a company vehicle, on a bicycle, and foot
- Checked and verified photo identification before granting facility access
- Wrote detailed reports on property damage, theft, presence of unauthorized persons, and unusual incidences
- Gathered information, identified and implemented resolution, planned follow-up, and logged and filed an incident report to successfully manage complaints

Crew Member   April 2019- Dec 2021
Juicy Foods
- Greeted customers promptly and provided detailed product knowledge ensuring a pleasant dining experience
- Followed food safety procedures outlined in company policies and health/sanitation regulations to prevent foodborne illness
- Listened attentively to customer complaints and/or concerns and resolved issues without the need to escalate

John Appleseed

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Education

Geographic Information Systems Graduate Certificate   Sept. 2022 – Present
Algonquin College, Ottawa ON

Fish and Wildlife Conservation Technician Diploma   Sept. 2016-Apr. 2018

Mohawk College, Hamilton, Ontario
- An achieved GPA of 4/4 in all completed semesters
- Recipient of the Natural Environment & Outdoor Studies Achievement Award
- Recipient of the Natural Environment & Outdoor Studies Co-op Award

Program-Related Skills

- Skilled in Field data acquisition, data acquisition protocol development and testing

- Experienced using GPS with data collection applications (ArcPad, Data Collector App)

- Skilled in designing and developing databases using relational database management tools

- Experienced in mapping reality into entities, relationships and domains

- Familiar with database management technology (Postgres, SQL Server, Personal/File/ Enterprise Geodatabase)

- Beginner experience with Python scripting for geoprocessing, utility development

  - Skilled in analysis and data visualization, cartography

Employment Experience

Bear Conservation Technician   2017-2022
The National Federation of Bears, Ottawa ON

- As part of a small team, planned and performed Lion mortality surveys in the Ottawa Valley
- Performed walking and canoe surveys for Blanding's Bears
- Tagged Black Bears with mobile sensors to monitor travel patterns and assess areas of habitation
- Engaged with the public at various bio blitz events across Eastern Ontario to delivery conservation-driven educational material concerning species at risk

Biological Surveyor   2017
Mattawa Land Trust, Mattawa ON

- Compiled a biological inventory of flora and fauna species on protected land in Mattawa via foot and canoe surveys

Wildlife Field Technician   2015
The Canadian Wildlife Federation, Ottawa Ontario

- Partook in an array of flora and fauna surveys in different locations across Southern Ontario and Quebec (including surveys for the Blunt-lobed Woodsia fern, American Cancer Root, American Ginseng and various bats, reptiles & amphibians)

Veronica Mendes

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EDUCATION

[Graduate Certificate in Geographic Information Systems](#)	Sept.2021 – Present

Algonquin College, Ottawa, ON
- GPA 3.7/4.0

Bachelor of Science Forensic Science and Anthropology	June 2018

Hearst University Neptune, California

PROGRAM - RELATED SKILLS

Technical skills
- GIS Software: ArcGIS Desktop 10.5, ENVI, ArcGIS Online, AutoCAD, QGIS
- Programming Language: Python, R, C#, SQL, HTML, CSS, JavaScript, DoJo
- Microsoft: Word, Excel, PowerPoint, Project, Access
- Further: Adobe Acrobat, Google Documents/Drive, Oracle, GPS (ArcPad), R-studio

Technical Knowledge
- Production of maps using Esri ArcMap, ArcCatalog, Data Collection App (ArcPad) o

  Sources of data from GPS devices, aerial photos, and topographic maps

- Experienced in image enhancement, haze reduction, equalization, sharpening, transformations, hyperspectral analysis (ENVI)
- Experienced with LIDAR datasets, processing, interpretation, DEM analysis (ArcGIS Desktop)

Analytical and Organizational Skills
- Assisted in management of archaeological collections
- Experienced in data acquisition protocol development and testing
- Experienced in database design for project requirements
- Experienced with advanced geodatabase features (relationship class attributes, edit rules and topology, data loading methods)
- Experienced in database management technology (Postgres, SQL Server, Personal/File/ Enterprise Geodatabase)

Communication and Interpersonal Skills
- Addressed and rectified client concerns and concerns in a courteous and timely manner
- Provided constant motivation and feedback to build confidence and maintain a supportive and positive environment

RELEVANT WORK EXPERIENCE

Geographic Information Systems (GIS) Assistant

SOCOM Tech, Brantford, Ontario   May 2017 –Sept 2017
- Produced of maps using Esri ArcMap and ArcCatalog of external data
- Data entry, verification and analysis of property information using Microsoft Office Applications
- Assisted staff with data collection, trend analysis, and simple map preparation using Geographic Information System (GIS) software

Archaeological Data Entry Volunteer

Hearst University, Neptune, California   Jan. 2017 –April 2017
- Knowledge of identification of Ontario Geology
- Filied and interfiling of Records to appropriate location
- Performed data entry and maintenance of archaeological samples

Data Analyst Assistant

World Climate Change Organization, Neptune, California   May 2016–Sept. 2016
- Culled sensitive credit card information according to PCI-DSS Compliance standards
- Performed inventory management duties as assigned
- Filied and interfiling of Records to appropriate location
- Data entry, verification and analysis of property information using Microsoft Office Applications
- Verification of file access points against the huge internal database ○ An integrated Divisional System Ministry Wide
- Utilized Numeric & Alpha numeric filing systems to correctly log information
- Conversion of labels from old file classification schemes to updated file style and file classification including updating Tracking Tools
- Collaborated to organize large quantities of documents needed to be processed by the next team member

Ontario Field School (Summer)

Hearst University, Neptune, California   May 2016– June 2016
- Participated in archaeological field method (Field survey, stage three, excavation)
- Learned digital survey methods, GIS and digital cartography
- Theoretical understanding of archaeological fieldwork and cultural significance
- Basic understanding and experience with a variety of Garmin GPS device
- Filing and interfiling of Records to appropriate location
- Performed data entry and maintenance of archaeological samples

College Event Volunteer

Hearst University, Neptune, California   June 2015–Sept.2015
- Supervised of small group events
- Registered on-campus and off-campus events for introductory week •   Aided in event set-up and cleanup

Christopher Robin

☏ **613-222-3333** ⌨ **Rob003@algonquinlive.com**

Education

[Mechanical Engineering Technology (Advanced Diploma)](#)   **January 2022 -Present**
Algonquin College, Ottawa ON

- **Selected Course Work:** Computer Aided Design/Drafting (CAD/D), Pneumatics, Statics,

Bachelor of Technology in Mechanical Engineering   **May 2018**
Carleton University, Ottawa ON

- **Selected Coursework:** Theory of Machines, Thermal Engineering, Design of Machine Elements, Heat Transfer, Refrigeration and Air-Conditioning, Total Quality Management

Program-Related Skills

Computer Aided Drafting (SolidWorks & AutoCAD):
- Experience in GD&T
- 3D Modeling
- 2D engineered drawings

Knowledge in Metrology:
- Experienced in the use of Vernier Calipers, Micrometer, Gage Blocks, Height Gage
- Surface finish, Shadow Graph, Coordinate Measurement Machine (CMM), Sine Bar

Electronics (DC/AC):
- Knowledge of Basic Direct Current (DC) and Alternating current (AC) circuits
- Constructing DC and AC circuits according to provided schematic
- Experienced in Calculating and Measuring, Resistance, Current, and Voltage
- Experienced in the use of Digital Oscilloscopes

Pneumatics:
- Troubleshooting Pneumatic Circuits
- Construct Pneumatic Circuits according to the schematic
- Design circuit to complete the assigned task

Additional Skills and Qualifications

- Proven ability to organize and prioritize tasks to manage time and resources
- Organization and time management skills

- Effective communication with clients, contractors, and other professionals
- Detailed documentation of projects, from conceptualization to completion
- Creative troubleshooting and problem-solving skills

Academic Projects

Automatic Pneumatic Cutter Project:
- This project is for Pneumatic class to help people use pneumatic system to automatically cutting/hammering metal pieces, also consider safety push button for the whole system.

Vinyl Wrapping Roller Support Knife Project:
- This project is for Entrepreneur class, the main idea was to provide a means to keep the blade close enough to cut cleanly through the vinyl wrapping material, but far enough away to prevent damage to the car's panels.

Work Experience

Customer Service Representative - TD Place, Ottawa ON   **September 2018-Present**

- Validating authenticity of tickets presented for events
- Effectively communicating with spectators to provide a positive and pleasant customer service experience
- Interacting with team members to encourage and contribute to a positive working environment

Volunteer Experience

AC Day 1 Volunteer – Algonquin College, Ottawa ON   **September 2018**
- Helping new students to have a positive first day by assisting with directions and answering questions

References

Sarah Gray, Operations Supervisor
TD Place, Ottawa ON
613-222-1111
Sarahgray_19802019@TDplace.com

Eric Jones, Professor
Algonquin College, Ottawa ON
613-888-7777
Eric_Jones2022@algonquincollege.com

Ryan Smith

ryan_smithmet@algonquinlive.com | 613-555-9876

Education

Regulatory Affairs Graduate Certificate, Algonquin College, Ottawa ON   **Sept. 2022 – Present**

- Dean's Honours List; GPA 3.5 / 4.0

Program-Related Skills

- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for a senior management team
- Knowledgeable in ICH and FDA guidelines relevant to CMC aspects of product development and maintenance
- Good understanding of product supply chains and organizations involved globally and being able to effectively contribute to these chains and organizations
- Ability to adapt regulatory knowledge/experience to the Agilent environment and develop solutions that are appropriate for Agilent
- Great communication, organization and attention-to-detail skills
- Strong interpersonal skills and ability to interact positively with all functions
- Demonstrates strong teamwork skills and is able to lead, collaborate and work effectively in teams across different businesses, functions and geographies
- Excellent knowledge of MS Office (Word, Excel and Power Point)
- Strong written and verbal communication; ability to present to various audiences' levels

Related Experience

Compliance & Regulatory Manager, T-Rex Inc.   **Nov. 2015 – Aug. 2017**
Ottawa, ON

- Provided staff members with leadership, guidance, mentoring, coaching, and feedback against performance and development objectives
- Contributed to process improvement initiatives and represent QA on project teams, management meetings, and other internal forums
- Developed a compliance framework
- Active involvement in developing new business opportunities and working closely with other departments within the firm to do so
- Provided department quality metrics and tracker information to Senior Management monthly
- Developed compliance policies and procedures
- Managed a QA auditor team responsible for lab data review, lab investigations review, methods/protocol approvals and COA issuance

Quality Manager, K-Net   **Apr. 2013 – Apr. 2015**
  Ottawa, ON
- Implemented direct marketing campaigns targeting tournament coordinators
- Created customized tournament prize package programs
- Partnered with client companies in corporate, not-for-profit, and private industries to design and implement a product distribution strategy
- Maintained buying relationships with various promotional product companies
- Assisted Vice President of Direct Marketing in executing monthly operations

Academic Projects

DRC Research
- Experience in the administration of an Institutional Review Board
- Familiarity with PC applications, medical terminology, research design, statistics and academic and regulatory functions
- Ability to foster positive relations with multiple, diverse constituencies to influence and shape change
- Strong customer focus (ability to listen attentively to residents/fellows and faculty and to understand and respond positively to their requests)

Volunteer and Co-Curricular Activities

Class Representative, Algonquin College Students' Association, Ottawa, ON   **Jan. 2013 – Apr. 2023**
- Gathered feedback from classmates in person and through surveys to understand their issues and challenges related to academic and social life at the college
- Presented suggestions and ideas to improve students' college experience at the meetings with Algonquin Students' Association and Program Faculty

Aamir Khan

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EDUCATION

Technical Writer Graduate Certificate   Sept. 2022-Present
Algonquin College, Ottawa ON

Bachelor of Journalism   Apr. 2021
Carleton University, Ottawa ON

Program-Related Skills

- Technical proficiency in FrameMaker, Madcap Flare, Camtasia, Illustrator, HTML, XML
- Experience writing whitepapers, proposals, technical descriptions, and instruction sets
- Effectively communicate technical information and deliver presentations
- Analyze user needs to determine criteria, features, and benefits of an ideal solution, explaining them in an audience-appropriate style, tone, and format
- Organize written and visual information clearly using top-down structure
- Apply Usability, UX, Visual Design, and Project Management best practice

Additional Qualifications

- Adept at communicating technical information to a wide variety of audiences
- Proficient at researching technologies and simplifying complex jargon to produce clear, concise, and user-friendly technical communication
- Experienced at working independently and collaboratively to produce highly detailed technical documentation; white papers, proposals, reference guides, wikis and user manuals
- Excellent time management, organizational and project management skills
- Able to prioritize tasks to successfully meet tight project deadlines • Expert knowledge of Mac and PC environments

Work Experience

Analysis and HR Management Consultant   May 2018-Aug. 2022
Public Services Canada - Ottawa, ON

- Produced schedule and budget reports, earned value calculations and instructional documentation for an enterprise software application
- Liaised between upper and site-level management on dozens of projects
- Delivered daily assessments regarding company resource allocation, availability analysis, cost management, and performance metrics
- Redesigned quarterly performance reports to reflect current procurement methodologies and measure changing departmental service standards

Front Desk Agent

Best Western – Collingwood, ON   Jan. 2015 – Mar. 2016

- Processed guest check-ins and check-outs in fast paced, high volume environments at five hotel locations on the resort
- Processed cash, debit and credit payments and reconciled billing discrepancies
- Responded to guest inquiries and resolved complaints in a tactful, empathetic manner, both in person and over the phone
- Provided guests with information on resort services and directions to key attractions
- Reviewed shift briefing information and completed daily procedural reports
- Communicated with various hotel departments to ensure timely and effective service to all guests

Volunteer Experience

IEEE EMC Symposium 2016, Ottawa, ON   Oct. 2019

- Guided attendees and provided symposium information to aid attendees
- Monitored access to the exhibit hall and technical sessions to confirm only paying attendees were allowed inside
- Supported the Volunteer Coordinator in his absence by coordinating volunteers to ensure the last day of the symposium ran smoothly

Yousaf Samdhu

Sando241@algonquinlive.com | 616 – 769 9998 |github.com/yash078

Education

Web Development and Internet Applications Diploma   Sep. 2022 - Present

Algonquin College — Ottawa, ON

- Dean's Honours List Fall 2018 & Winter 2019 – GPA 3.9/4.0

B.Sc. Chemical Engineering   Sep 2009 – Aug 2014

Jordan University of Science & Technology — Irbid, Jordan

- President's Honours List, Dean's Honours List.
- Ministry of Higher Education Award for Academic Excellence
- University award for academic excellence

Program-Related Skills

Programming: Python (excellent experience using Python as backend engine for data analyses, pandas and numpy, and dynamic content, Flask), JavaScript, C#. Functional and object-oriented programming; focus on writing clean, professional, maintainable, and well-documented code.
Database system: Database design, administration, and query (using mySQL and PostgresSQL); python/database interface.
Web design: HTML, CSS, SASS, Bootstrap, and responsive design; graphic design (Adobe Illustrator and Photoshop).
Networking: TCP/IP, Web hosting, Wordpress CMS, Virtualization, SSL, Wireshark.
Operating Systems: Windows 10, Linux, Virtual environments (VMWare).

Work Experience

Data Analytics Consultant   Sep 2017 – Sep 2019
 Communications Security Establishment – Ottawa, ON

- Timely delivery of client-requested analytics for AML/fraud detection projects.
- Initiated and led and group-wide documentation project for the codebase library (using Sphinx)
- Played a supportive role to new employees in delivering their tasks.
- Prepared post-mortem documentations for delivered projects.
  •Lead a group of interns in developing a work plan to finish the assigned tasks in a professional and timely manner.

Professor – Petroleum Engineering Department   Sep 2015 – Sep 2017

NED University of Engineering & Technology —Karachi, Sindh, Pakistan

- Taught computer aided process simulation projects to petroleum engineering students.
- Utilized non-traditional, project-based learning techniques in delivering courses.

Professor – Chemical Engineering Department   **Sep 2013 – Sep 2015**

Jordon University of Technology & Science — Irbid, Jordon

- Taught over 10 different topics to engineering students.
- Focused on developing students' advanced analysis skills using mathematical and specialized engineering packages.
- Effectively participated in a wide range of administrative activities and roles.

Consulting Engineer   **Sep 2009 – Sep 2012**

Research & Engineering — New York City, NY, USA

- Prepared studies to analyze current and perspective markets for process simulation in the oil and gas industry
•Organized visits and training sessions to promote the companies soft-ware and educate current and potential clients on its use.

Lisa Williams

will1235@algonquinlive.com | 613 200 6734

LinkedIn | Portfolio | Github

Education

Web Development and Internet Application, **Algonquin College, ON   Sept. 2021 - Present**
Ontario College Diploma
- Dean's Honours List; GPA 3.86 / 4.0
- Areas of learning: Database Design and Management, Front End Development, Back End Development, Cross-Platform Web Development, Network Operating Systems

Graphic Design, Humber College, Toronto, ON   Apr. 2017
Ontario College Advanced Diploma
- Areas of learning: Web Design, Illustration, Print Design, Logo Design, Motion Graphics, Typography, Photography

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Program-Related Skills

Languages and Frameworks: HTML, CSS, SASS, Bootstrap, JavaScript, jQuery, C#, ASP.NET, Python 2 and 3, SQL, PHP

Software: MySQL Workbench, Visual Studio, Atom, Brackets, PyCharm, VMware Workstation, PuTTY, WinSCP, FileZilla, WordPress

Adobe: Photoshop, Illustrator, InDesign, Dreamweaver, After Effects

Microsoft Office: Word, Excel, Powerpoint (as well as Google equivalents: Docs, Spreadsheets and Slides for online collaborative projects)

Additional Qualifications:

- Ability to communicate in a clear and professional manner with customers, coworkers and supervisors
- Excellent at listening and retaining information to more effectively solve problems
- Experienced in working as a team to complete common goals
- Able to effectively manage time by keeping organized and prioritizing tasks
- Fluent in English with basic knowledge of French

Work Experience

Web Developer/Designer, Freelance (Casual)   May 2017 - Present

- Develop and maintain websites based on client specifications using HTML and CSS

- Consult with clients during the design process to provide progress reports, and to ensure their website needs are being met
- Work with existing code to revamp and add features to pre-existing websites and blogs, increasing user satisfaction
- Design web graphics using Photoshop and Illustrator

Academic Projects

Banking Web Application - Web Programming II

Coded a simple banking web application using C# along with the ASP.NET framework. The application allowed users to create a customer account, deposit, withdraw and transfer funds, as well as view their transaction history.

Portfolio Website - Cross-Platform Web Development

Designed and developed a cross-platform friendly portfolio website using HTML and CSS alongside the Bootstrap framework. The website featured a responsive: web form, photo gallery and navigation menu.

Other Work Experience

Merchandiser, Canadian Tire, Ottawa, ON   **Dec. 2016 - Jun. 2018**

- Worked both as a team and as an individual to ensure products within the store were set and maintained according to their planograms
- Helped customers quickly and efficiently locate products as well as introduced them to the appropriate sales associate to assist them with their purchases
- Ordered and installed missing or damaged signage to increase customer awareness of products and help boost sales
- Analyzed given tasks in order to properly prioritize them and to ensure that a suitable amount of time was being given to complete each task

Sales Associate, Canadian Tire, Ottawa, ON   **Oct. 2014 - Dec. 2016**

- Ensured customers had everything they needed to complete their projects by listening carefully to their needs and asking the appropriate questions
- Increased customer satisfaction by coming up with creative and effective solutions to their issues utilizing product knowledge
- Managed time efficiently by switching between priorities based on the current customer traffic within the store

Hostess, Lone Star, Toronto, ON   **Aug. 2012 - Oct. 2014**

- Provided excellent customer service by greeting customers and creating a friendly and welcoming atmosphere
- Worked as a team with servers and kitchen staff by helping to plate and deliver food to customers, as well as clearing and setting tables during busy hours

Utilized downtime effectively by maintaining a clean and orderly workplace