Amrit Singh

Anytown, BC

AmritSingh@emailprovider.com – 250-000-0000 – linkedin.com/in/yourname

# Qualifications

* Languages: **Java**, **C#**, **Python**, **SQL**, **JavaScript**, **React**.
* Applications & Platforms: **Power BI**, **Unix**, **MySQL**, **MS Access**, **Unity**.
* Excellent customer service skills from working in a fast-paced customer-oriented environment.
* 20 months experience leading projects using PMBOK and Agile methodology.
* Organized and ran events with between 10 and 400 attendees.

# Education and Professional Development

**Bachelor of Science, Computing Science** – Greendale University 2019 – present

* Computing Science Major, Project Management Minor
* Second place presentation at Greendale University Hackathon 2020
* Expected Graduation 2023

**Accounting Diploma** – Greendale University 2018

**Continuing Education**

* Project Management 1, Greendale University 2020
* Standard First Aid CPR-C, St. John Ambulance 2019 – 2022 (exp.)
* Intro to Coaching, Anytown Hockey 2016

# Work History

**Business Analyst Co-Op Student**  Jan 2021 – Present

Globex, Anytown BC

* Implemented new business analysis methods by gathering requirements, developing code, and testing software solution which provides more up-to-date analysis to all stakeholders.
* Led project to create standard operating procedures for hardware and software refresh cycles across five departments with 300 staff, completing on time and within scope.
* Organized company wide communications regarding IT security, ensuring accuracy timeliness of information.

**Billing Clerk** Dec 2018 – Dec 2020

Bailey Building and Loan Association, Anytown BC

* Processed accounts receivable and billing of up to $40,000 per transaction for small credit union, ensuring accuracy and improving efficiency in the department.
* Prepared, reviewed, and processed electronic invoices and troubleshooted e-billing issues with multiple systems and clients.
* Led project for moving the accounting department to Sage 50cloud, supporting four other staff in their training with the new program.

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**Barista**  May 2016 – Oct 2018

Central Perk, Anycity USA

* Greeted and listened effectively to customers to ensure courteous and quick service
* Prepared and served drinks and food in accordance with health codes and café standards.
* Maintained a positive and professional attitude throughout the busiest times, serving upwards of 50 guests within an hour.
* Worked on registers daily to authorize returns and exchanges, and audit receipts.

# Volunteer Experience

**Tax preparation volunteer** 2018

Greendale University Accounting Student Association, Anytown BC

* Supported students by helping them with tax preparation and filing as part of the Greendale University Accounting Student Association’s annual Volunteer Income Tax Program.

**Vice-President, Events** 2016 – 2018

Greendale University Accounting Student Association, Anytown BC

* Organized events for over 400 students, including the annual Volunteer Income Tax Program.
* Raised $6,000 for scholarships for accounting students.

**Hockey Coach**  2016 – 2018

Anytown U7 Hockey, Anytown BC

* Coached team of 15 players aged 5-6, focusing on providing a positive environment for children to learn and experience hockey.

# Interests

* Developing videogames in Unity
* Hockey, 13 years, 1 year as captain of U21 team
* Event Management