

# RIZWAN CHOUDHARY

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## EDUCATION

2002 – Presently                      University of Toronto (Erindale Campus)  
Mississauga, ON

Double Major in:                      Communication, Culture and Information Technology  
Professional Writing & Communication

## SUMMARY OF QUALIFICATIONS

- Able to work collaboratively in a team and make group decisions
- Capable of independent decision-making
- Eager to learn and hardworking
- Multilingual: English, Urdu, Hindi, and Punjabi
- Excellent professional writing, communication and inter-personal skills

## COMPUTER SKILLS

- Excellent knowledge of Microsoft Office applications: Word, Excel, Power Point, Access and Outlook, and WordPerfect Applications
- Extensive experience using Dr. Java, Adobe Acrobat, internet based research, Dream Weaver, Macromedia Flash, 3D Studio MAX, Basic HTML programming, Adobe Photoshop Elements 2.0, Adobe After Effects, and Final Cut Pro.

## VOLUNTEER EXPERIENCE

- The Women's Centre (University of Toronto): Webmaster for the centre

## SPECIAL ACHIEVEMENTS

- Received the Ontario Secondary School Diploma in October 2001
- Class "G" Driver's License
- Completed the Student CPR Program

## RELATED EXPERIENCE

Apr. 2006- Present                      IT Assistant  
(volunteer)                                D.E. Computer Systems  
Mississauga, ON

- Prepared computers for clients by formatting, and installing new OS using Ghost software. Setup computers, printers, and networks at various locations throughout GTA.

## PROFESSIONAL EXPERIENCE

Jun. 2005- Present

Door Assembler  
Collins & Aikman  
Brampton, ON

- Assemble doors for Chrysler, Dodge, and Honda. Work on the line, and pick orders.

Nov. 2003 – Jan. 2005

Customer Service Representative  
Shell Gas Station  
Mississauga, ON

- Greeted customers, handled cash flow, made hourly cash deposits in the safe, and replenished stock as needed.

Nov. 2002 – August 2003

Tutor  
HMM Tutoring Service  
Mississauga, ON

- Instructed children from Kindergarten up to Grade 12 in all school subjects. Tutored key concepts taught in school, as well as provided guidance and assistance with homework, special projects, and assignments.

Aug. 2001 – March 2002

Assembler  
Loblaws Company East  
Mississauga, ON

- Responsibilities included order picking, stacking, and staging pallets. Worked in a fast-paced environment quickly and efficiently to get the task on hand done. Attended and participated in regular staff meetings to go over employee and corporate goals.

Sept. 2000 – May. 2001

General Help  
Boaden Catering  
Mississauga, ON

- Duties included setting up and decorating halls and tables for each event on the premises. Arranged various meals on serving plates. Cleaned up after each event. Worked in a fast-paced environment to ensure customer satisfaction.

## EXTRACURRICULAR ACTIVITIES

- Reading
- Photography
- Weight lifting , boxing, and hiking
- Website design
- Computer and Satellite dish repair
- Building car and plane models

REFERENCES    Supplied upon request

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