

Jaskaran Sodha

Abbotsford, BC V2T5K5

(778) 345-7801

jaskaransodha@yahoo.com

Skills

- Adaptability
- Computer Skills
- Data Entry
- Microsoft Office
- Customer Service
- Physical Fitness
- Curiosity
- Teamwork
- Results oriented attitude

Languages

English

Punjabi

Seeking career opportunities to expand skills and gain work experience.

Work History

Legislative Intern

Parliament Hill, Ottawa

May 2023 - August 2023

- Drafted daily email reports on latest news regards housing, national and local riding news
- Assisted staff by answering phones, returning email messages and creating distribution lists
- Data entry tasks

General Clerk

Save On Foods, Aldergrove

June 2022 - September 2022

- Operating a cash register and bagging groceries
- Ensuring the dairy and frozen department is well stocked and presented

Temporary Reline Crew

Save On Foods, Mission

August 2018 - October 2018

- Displaying products consistent with the planograms to ensure products relocation are met

Team Member

Tim Hortons, Abbotsford

December 2016 - December 2017

- Take customers' orders over the counter and drive through
- Prepare hot beverages such as coffee and tea using the equipment provided

Education

Kwantlen Polytechnic University at Cloverdale

Carpentry/Building Construction: Citation (Foundation) February 2023

Completed the foundation program with 77% and gained carpentry level 1 apprentice ticket alongside 450 work-based hours.

University of Fraser Valley at Abbotsford

Upgrading Studies December 2021

Completed COMP 150- Introduction to Programming

W.J. Mouat Secondary School at Abbotsford

High School Diploma June 2018