

Vision Paudel

v.paudel@algonau.ca | www.visionpaudel.ca

(705) 257-**** | Sault Ste. Marie, Ontario

Expertise

Skills: Leadership, Research, Customers Service, Interpersonal

Languages: Java, C/C++, Python, SQL, HTML, CSS, JavaScript, PHP, Visual Basics, PowerShell

Technologies: Windows, MS Office, G-Suite, Zoom, macOS, Android, iOS, Xerox printers, Cisco routers

Valid G Driver's License

Experience

System Admin/Analyst – YNCU Ltd

October 2020 – January, 2021

<https://www.yncu.com/>

Sault Ste Marie, Ontario

- Training and support person for MS 365 Suite
- Wrote how-to guides, helped coordinate meeting times with employees for training over the Zoom
- Installed software for employees such as OneDrive for Windows to backup files to cloud in case of OS/Hard-drive failure
- Created automated PowerShell scripts for basic and advanced Active Directory work and PS Scripts for corporate Outlook signature

Lab Tutor/TA – Algoma University

September 2018 – Present

<https://algonau.ca/>

Sault Ste Marie, Ontario

- Responsible as lab tutor for Accelerated Programs: COSC1406SF - Introduction to Computer Science I, COSC1407SF - Introduction to Computer Science II, COSC2006SS - Data Structures I, COSC2007SS - Data Structures II and COSC2406SS Assembly Language Programming and Normal Programs: COSC1406SP - Introduction to Computer Science I, COSC1407F - Introduction to Computer Science II and COSC3596SS - Mobile Application Development I
- Helped coordinate lab times with students and deliver lab tutorials on the course subject
- TA for COSC1701 - Computer Applications I (MS Office) and COSC2006 - Data Structures I (Linear Structures) courses.
- TA for COSC1702A and COSC1702B - Computer Applications II (Advanced Operations/Functions with Spreadsheets)
- Marked students' assignments and helped students with computer coursework

ITS Helpdesk Assistant – Algoma University

May - September 2018

<https://algonau.ca/>

Sault Ste. Marie, Ontario

- Worked with student and staff accounts, access cards
- Troubleshoot computers, internet routers, printers, and other devices
- Aided with IT service and performed general University IT related work

Census Enumerator – Statistics Canada

May - June 2016

<https://www.statcan.gc.ca/eng/start>

Sault Ste. Marie, Ontario

- Checked up on households whose census information had not been received
- Visited door to door and took the confidential information by person
- Prepared report every day and sent to local census office

Customer Service Representative – Agero Inc.

July - September 2015

<https://www.agero.com/>

Sault Ste. Marie, Ontario

- Remotely assisted clients in stressful situations, verified coverage and processed payments via credit cards, PO.

Education

MCSc, part time online (in Progress): Wilfrid Laurier University, Waterloo, ON.

BSc in Computer Science (Honours) - cum laude (2019): Algoma University, Sault Ste. Marie.

BSc in Biology (Honours) (2017): Algoma University, Sault Ste. Marie.