

Parham Koukia

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Profile Summary

I am a positive and energetic individual looking to advance my career in web development. One would consider me an astute observer and analytical thinker. I consider embracing new challenges the key to getting better. Although I am a strong leader, I am able to excel in a team environment.

Education

BACHELOR OF ARTS | 2015 | UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

- Major: Communications

BUILD WEBSITES FROM SCRATCH | 2018 | CODEACADEMY

- Learn to design, build and deploy professional websites from scratch using **HTML, CSS, JavaScript**, and **Github**.
- Portfolio can be viewed at www.parhamkoukia.com

Skills & Abilities

TECHNICAL SKILLS

- Advanced written and oral communication skills.
- Strong capabilities with Microsoft Word, Excel, Outlook, and PowerPoint.
- Good command of HTML & CSS.
- Working knowledge with JavaScript, jQuery, Bootstrap.
- Instagram, Facebook, Twitter, YouTube, Pinterest, Shopify, Hootsuite.

Professional Experience

RECRUITER | DECISION POINT RESEARCH | APRIL 2015 - PRESENT

- Source candidates through various resources & internal database.
- Conduct telephone interviews to assess respondent eligibility.
- Perform data entry as required.
- Communicate appointment reminders with respondents.
- Work closely and communicate with company clients to ensure client satisfaction.
- Report to project manager & VP of operations regarding project targets, and results.

ASSISTANT STORE MANAGER | PIZZA NOVA | DECEMBER 2011 – APRIL 2015

- Coordinated kitchen staff and delivery drivers during lunch/dinner rush.
- Counted cash register and submitted daily sales report.
- Recorded store inventory weekly and reported to POS system.
- Followed Pizza Nova marketing strategies on new products to maximize sales.
- Produced and managed employee schedules.
- Participated in annual Pizza Nova charity event.

CUSTOMER SERVICE REP | WINNERS TJX CANADA | MARCH 2009 – DECEMBER 2011

- Interacted with customers at service help desk assisting with returns, purchases, exchanges, or customer inquiries.
- Assisted with maintenance, cleanliness and organization of store appearance.
- Assisted with warehouse operations regarding merchandising of products, shipping & receiving.

TELEPHONE INTERVIEWER | CANADIAN VIEWPOINT | FEBRUARY 2008 – MARCH 2009

- Conducted surveys with respondents via telephone interviews on behalf of company clients.
- Completed data entry as required.
- Worked closely and reported to project manager.
- Utilized interpersonal skills among disgruntled respondents to avoid conflict.