

# Arteen Ajdari

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## Summary

York University student enrolled in the Commerce program . Organized and a highly social individual. Open to greeting customers and collaborating with team members passionately and professionally. Seeking to acquire valuable experience with customers, as well as develop and handle multitasking skills. Hoping to secure a position in the customer service field.

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## Skills

- Multitasking and Organization
  - Customer service
  - Collaboration and teamwork
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## Experience

### Administrative Operations/ Hoop4life

Vaughan, ON | Feb 2025 - Present

- Coordinated team schedules, including practices, games, and events.
  - Managed player registration and maintained up-to-date records.
  - Served as the main point of contact between coaches, players, and parents.
  - Assisted in planning and executing tournaments and special events.
  - Oversaw logistical and administrative tasks to ensure smooth operations.
  - Supported team management decisions and fostered a positive team environment.
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### Lift Operator/ Uplands Golf & Ski Club

Thornhill, ON | Dec 2024 - Feb 2025

- Operated ski lifts while monitoring guest safety and smooth ride flow
  - Assisted skiers and snowboarders with loading and unloading procedures
  - Performed daily safety checks and maintained equipment and loading areas
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### Front End Developer/ Momentaj Inc

Markham, ON | Feb 2023 - Jan 2024

- Created successful websites that met requirements for objectives such as load speed and design.
  - Continued self-education and training to keep up with industry changes and trends.
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### Crew Member/ Fresh Burger

Vaughan, ON | Nov 2022 - Nov 2023

- Entered orders into the computer system to send order details to the kitchen, mentioning customers' special requests and food allergies in person.
  - Wiped down tables and equipment, swept and refilled stock.
  - Kept the restaurant lobby, front counter, and restrooms neat and clean throughout the shift.
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## Flyer Distributor/ Garbage Buddy

Thornhill, ON | May 2021 - Jul 2021

- Used hand-to-hand, residence-to-residence placement distribution patterns.
  - Covered 10-15 km daily of predetermined flyer coverage areas within neighborhoods
  - Folded flyers and organized flyers for easy access and distribution for maximal efficiency.
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## Education

York University Commerce Program - North York, ON  
Westmount Collegiate Institute- Thornhill, ON

Expected Graduation 05, 2029  
Graduated 06, 2025(OSSD)