

Nida Fiaz

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Cell: 780-802-1260

Education

2016 -2020

Bachelor of Arts

Psychology Major

University of Alberta, Edmonton, AB.

Work Experience

May 2018 - Present

Fort Edmonton Park, Guest Service Agent

- Preparing, organizing, securing, and maintaining all confidential files via the Opera system.
- Checking guests in and out while ensuring requests are met followed by accurate billing.
- Ensuring a high level of product knowledge of the hotel, including, but not limited to, directions, hours of outlet operation, hotel services and events, local and community events and attractions.

September 2017- 2020

University of Alberta, Research Assistant.

- Plans, conducts, administers and analyzes experiments.
- Keeps detailed and accessible records of all experimental conditions procedures and results

May 2017 - May 2018

Booster Juice, Crew Member

- Prepare smoothies, food and other beverages to company's standards.
- Assisting in menu selection of proper dietary benefits.
- Performing keyholder duties such as responsibly calculating daily profit, closing and opening the store.

Volunteer Experience

September 2016 - Present

WE Charity - Vice President

- Facilitating activities, school events and meetings to ensure the smooth functioning of the group.
- Reaching out to companies, vendors and faculty members to assist with sponsoring of events.
- Operating group emails and social media presence allowing for increased visibility of WE Charity within the community.

Sept 2018 - Jan 2019

Community Service Volunteer, ElderCare Edmonton

- Provided older adults with personal care and facilitated activities for both physical and mental health.

Sept 2019- April 2019

Free Footie, Senior Soccer Coach

- Trained elementary school children in developing soccer skills and strategy techniques.
- Helped to implement the socioemotional health component of a child's development.

Skills

- Fluent in English and Pashto.
- Organized and detail oriented, with effective communication skills.

References

Available upon request.