

Khandea Robinson

Oshawa, Ontario

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Professional Summary

Enthusiastic and responsible university student, with a strong interest in gaining hands-on experience. Known for being a fast learner, a team player, and someone who takes pride in doing quality work. Eager to grow professionally and contribute positively to any work environment.

Key Skills

- Teamwork and collaboration
- Great communication skills
- Highly organized and detail-focused
- Strong time management
- Adaptable and eager to learn

Education

Toronto Metropolitan University — Bachelor of Social Work
Expected Graduation in 2029

Chinguacousy Secondary School
Brampton, ON — Graduated June 2025

Algoma University — LEAP program
Graduated January 2025
University Transition Program

Experience

File Clerk (Volunteer)

Bramalea Church of God — June 2023 to December 2024

- Helped organize both digital and paper files to keep the office running smoothly
- Supported basic admin tasks like photocopying, scanning, and faxing documents

Grocery Clerk (Volunteer)

One Voice One Team — November 2023 to March 2024

- Assisted customers with finding items and answering their questions

- Helped at the register with bagging and organizing produce
- Maintained a clean, organized space while supporting the team wherever needed

Certifications & Training

- Youth Employment Readiness Program – 2025
- Project Management Certification – 2025
- Emergency First Aid & CPR – 2024
- WHMIS Certification – 2024
- Mikey Network CPR & AED – 2022
- In Good Hands Food Handling – 2022
- Red Cross: Preventing Disease Transmission – 2022

References

Available upon request