

## Jennifer Kruger

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<http://portfolio.computerpony.ca/>

### Education

Mohawk College, Hamilton ON 2007

#### **Computer Systems Technician – Web Applications**

- Honours Graduate
- Dean's Honours each semester

Pauline Johnson Collegiate & Vocational School, Brantford ON 2004

#### **OSSD**

- High Honour Roll/Honour Roll
- Pauline Johnson Attendance Award
- Pauline Johnson Junior Letter
- Year Four Mathematics for College & Technology Award
- The David & Jennifer Dean Award for Outstanding Graduating Student in a Community College Program
- Ontario Scholar

### Relevant Skills and Qualifications

Well organized

Excellent communicator

Independent / Team worker

Ability to work effectively under pressure and deadlines

Exceptional computer skills

- **Mohawk College Systems:** Mocomotion, Millennium Fast Suite, SCT Banner, SUMMIT, Desire2Learn / eLearn, FRED, WebCT, EventPro, Academic Reporting Tool
- **Programs:** Microsoft Office Suite, Dreamweaver, Paint Shop Pro 7
- **Programming Languages:** HTML, CSS, C/C++, PHP/ASP, MySQL, Javascript

### Work Experience

Mohawk College, Hamilton ON 2008 – Present

#### **Health Sciences, General Clerk D**

- Program support for the Cardiovascular Technology and Diagnostic Cardiac Sonography programs
- Program support for the Occupational Therapist Assistant & Physiotherapist Assistant and Pharmacy Technician programs, as of June 2011
- Temporary replacement for the Administrative Assistant to the Associate Dean, Medical Radiation and Rehabilitation Sciences, July-December 2010
- Assisted with two successful program accreditations through the Canadian Medical Associate – Conjoint Accreditation Services
- Assist faculty with various computer related issues (eLearn, document formatting, email)
- Maintain and update program databases
- Developed an online WGPA calculator for the Cardiovascular Technology students
- Schedule meetings, appointments, class and faculty timetables
- Coordinate and record Advisory Committee meetings
- Back-up support for room bookings and Scantron marking

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Brant Men of Song, Brantford ON 2008 – Present

## **Webmaster**

- Developed, created, and maintain website: [www.brantmenofsong.ca](http://www.brantmenofsong.ca)
- Photography and photo editing of chorus performances

Mohawk College, Hamilton ON 2008

## **Discovery Centre, Office Clerk**

- Answered student pre-admission questions
- Assisted applicants with OCAS applications
- Inputted and track department traffic
- Created and maintained department database
- Assisted with Second Careers clients

Mohawk College, Hamilton ON 2008

## **Registrar's / Admissions, Office Clerk**

- Answered student questions and direct students to the appropriate advisor
- Assisted department with preparations for following year
- Assisted with processing department mail
- Processed student transcripts

Mohawk College, Hamilton ON 2006 – 2008

## **Generic Computer Training, Generic Computer Lab Assistant**

- Developed new programs and procedures to assist department
- Assisted department with preparations for following semester
- Monitored labs and invigilate tests
- Assisted students with assignments
- Marked assignments and tests, input marks into database

The Source, Brantford ON 2002 – 2007

## **Sales Associate**

- Managed inventory
- Provided customer service
- Created and maintained company website
- Opened / Closed the store
- Assisted with the Brew-on-Premises

## **Volunteer Experience**

MLPArena.com 2006 - Present

- Site Administrator
- Moderate select forums
- Assist other moderators in various areas
- Create and run various online events

ACE – Mohawk College 2005

- Gave campus tours to new business students

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- PJCVS Student Council 2003 - 2004
- Helped to plan and run school events and services
  - Represented the Yearbook Committee
  - Sat on Prom Committee
  - Sat on Grad Committee
- Sanderson Centre for the Performing Arts 2002 - 2003
- Sold various items and souvenirs
  - Ushered patrons to their seats
  - Accepted and verified patrons' tickets
- PJCVS Yearbook Committee 2000 - 2004
- Designed page layouts
  - Photographer
  - Created captions for pictures
  - Represented the committee on Student Council
- Bluerodeo.com Crew 2000 - 2002
- Moderated the discussion board
  - Designed and created trivia quizzes
- Due South 1998
- Performed as an extra during filming of "Dr. Longball" episode

## Interests / Hobbies

- Computers and building websites
- Various crafts – plastic canvas, cross-stitch, pony customizing
- Poetry

## References

Available upon request