

## IMPROVED RESUME

### OMAR CHOUDARY

4144 Fairview Rd.  
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### EDUCATION

**Honours Bachelor of Arts**, University of Toronto Mississauga **CGPA 3.35.4.0** June 2019  
**Double Major:** Management and Psychology

Gordon Cressy Student Leadership Award May 2019  
Dean's Honour List 2016 - 2019

### WORK EXPERIENCE

**Manager of Operations**, Lishkara Fabrics Inc. Sept 2016 -  
to present

- Contact and negotiate with over producers and suppliers
- Maintain workplace computer network
- Oversee hiring and training of new staff

*Omar demonstrates his role in his family-owned business in an effective way. He describes a variety of tasks that show his management and leadership skills, key skills for Enterprise Holdings, but could still expand on his bullets*

**Teaching Assistant, Management Department**, Sept 2017  
University of Toronto Mississauga to present

- Developed and presented weekly tutorials to reinforce materials from lecture and textbook
- Marked assignments and weekly quizzes for a group of 25 first year management students

*Omar uses numbers well to describe the size of his responsibilities.*

**Sales Representative** Lishkara Fabrics Inc. 2014 – 2015

- Maintained strong customer relations with existing retail customers
- Travelled to various countries in the Middle East and Europe to establish new producer and supplier contacts
- Developed and marketed two new product lines

**EXTRACURRICULAR ACTIVITIES**

**Communications Director**, Student Management Association,  
University of Toronto Mississauga

Sept 2018  
to April 2019

- Developed and distributed monthly newsletter to members
- Ensured proper protocol followed in all communication with external sources
- Collected and tabulated feedback and comments from club members to improve club services and events

*Omar describes his customer service experience with clarity. This skill is sought by Enterprise Holdings.*

**Team Captain and Member**, Intramural Soccer League  
University of Toronto Mississauga

May 2016  
to April 2017

- Elected Team Captain in spring season 2014

*Omar's experience as Team Captain for Intramural Soccer Undergraduate Mentor and Interests (following business news, traveling) demonstrate high energy, interpersonal skills and commitment to his chosen discipline.*

**Undergraduate Mentor**, Management Department  
University of Toronto Mississauga

March 2016  
to April 2017

- Mentored a first year management student

**INTERESTS**

- avid reader of Economist and Canadian Business magazines
- travel
- Squash and tennis enthusiast

**REFERENCES**

Available upon request

*Reference note is not required, as employers usually request references during the interview.*

While this is a well-written resume, this format does not allow Omar to highlight his most relevant experience by putting it on the first page. See an even better format in his Most Effective Resume.