

## MOST EFFECTIVE RESUME

### OMAR CHOUDARY

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### SUMMARY OF QUALIFICATIONS

- Management skills demonstrated by hiring, training and supervising staff as Manager of Operations
- Leadership skills developed as a team captain
- Developed entrepreneurship skills through developing and marketing two new product lines at a family owned business
- Demonstrated high level of energy and commitment through maintaining Dean's Honour List status and winning the Gordon Cressy Student Leadership Award

Omar's Summary of Qualifications highlight the key skills that he's demonstrated in various positions and honours.

### EDUCATION

**Honours Bachelor of Arts**, University of Toronto Mississauga      **CGPA** 3.35/4.0      June 2019  
**Double Major:** Management and Psychology  
**Related Courses:** Project Management, Technology in Organizations, Advanced Marketing Management, Financial Reporting  
**Gordon Cressy Student Leadership Award**      May 2019  
Dean's Honour List      2016 - 2019

*Omar highlights his relevant academic majors and courses. He also lists important academic and leadership awards and accomplishments to demonstrate his work ethic and results-oriented personality. He could consider including a Summary of Qualifications that shows his match to this position.*

### WORK EXPERIENCE

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

- Contact and negotiate with over 20 producers and suppliers
- Maintain workplace computer network
- Oversee hiring and training of 15 new staff members

*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,*

**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.*

**WORK EXPERIENCE CONTINUED**

**Sales Representative** Lishkara Fabrics Inc. 2015 – 2016

- Maintained strong customer relations with existing retail customers and increased sales by 10% through targeted selling
- Travelled to various countries in the Middle East and Europe to establish new producer and supplier contacts
- Developed and marketed two new product lines including importing materials and working with the product team to develop packaging guidelines.

**EXTRACURRICULAR ACTIVITIES**

**Communications Director**, Student Management Association, University of Toronto Mississauga Sept 2018 to April 2019

- Developed and distributed monthly newsletter to 60 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 May 2016 to April 2017  
University of Toronto Mississauga

- Elected Team Captain in spring season 2015

*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 March 2016 to April 2018  
University of Toronto Mississauga

- Mentored a first year management student and was selected as mentor of the year in 2018

**INTERESTS**

- avid reader of Economist and Canadian Business magazines
- travelled to many countries in the Middle East and Europe
- squash and tennis enthusiast