**Alexander (Alex) De Klein**

 (438) 528-7709 • alex@deklein.net • www.linkedin.com/in/alexdeklein

**EDUCATIONAL EXPERIENCE**

**McGill University** – Desautels Faculty of Management, Montreal, Canada 2022 – 2026

*Bachelor of Commerce*, Major in General Management, Concentration in Finance, Minor in Computer Science

**Yale Secondary School**, Abbotsford, Canada 2018 – 2022

*Dogwood Diploma*

Awards:

* 2022 BC Achievement Scholarship – Awarded to 8,000 BC graduates with top academic achievement October 2022

**WORK EXPERIENCE**

**Conair Aerial Firefighting**, Abbotsford, Canada May 2023 – August 2023

*Information Technology Intern*

* Managed and integrated Starlink business case through extensive research and testing for increasing risk mitigation measures.
* Handled data entry and Group Policy permissions for new staff and contractors.
* Provided technical support to colleagues experiencing a wide range of issues.
* Maintained and updated operating systems, applications and Group Policy on company and field devices.

**Sport Chek**, Abbotsford, Canada June 2021 – August 2023

*Footwear Associate*

* Managed customer relations and inquiries by providing high-quality customer service.
* Directed multiple online and sales call orders per day for the distribution of footwear products to customers in-store.
* Facilitated training of new associates by familiarizing and demonstrating to them the 5-Star Customer Service Standard expected by Sport Chek.
* Organized new and existing stock of products while additionally aiding in the implementation of a staging area to manage the influx of new products.
* Processed and organized incoming shipments of products to maintain stock levels by analyzing inventory levels and communicating with suppliers.

**LEADERSHIP AND EXTRACURRICULAR EXPERIENCE**

**Communitas Supportive Care Society**,Abbotsford, Canada March 2021 – May 2022

*Event Volunteer*

* Christmas at Communitas Drive-thru: Assisted with planning and execution of event by organizing online booking drive-thru slots, tap payment, and volunteer coordination.
* Shred-a-thon event: Handled the correct disposal of papers to be shredded and handled credit card donations
* Move4Communitas campaign: Advised for the development and online setup of the event while participating in data gathering.
* Communitas Christmas Day Dinner: Delivered Christmas dinners to people living on their own on Christmas day.

**Special Olympics**, Abbotsford, Canada September 2017 – November 2020

*Volunteer Assistant Coach*

* Effectively coached athletes to improve their swimming technique through side-by-side coaching.
* Assisted with the organization of team practices by collecting appropriate equipment.

**SKILLS AND INTERESTS**

**Language Skills**: Fluent English, basic French

**Computer Skills**: Microsoft Azure, Python, Java, Adobe After Effects

**Interests**: Weightlifting, snowboarding, motorcycling, soccer, virtual reality