

Tariq Singh

tariq@live.ca | Brampton, Canada

SUMMARY

Seasoned Editor with a robust background in content management and publication while working for outlets like Mobile Gaming News Network. Excelled in document control and IT security at Anti-Corrosion Technical Services, showcasing strong prioritization and effective team collaboration skills. Proven ability in Java programming and enhancing operational efficiency.

SKILLS

- Online content editing
- Editorial management
- Java Programming
- Network Routers
- Prioritization and Time Management
- Effective Team Collaboration

EXPERIENCE

Editor, Mobile Gaming News Network, July 2019-August 2020

- Proofread/Edit/Modify and suggest changes to articles before final publication
- Schedule and Publish approved web articles
- Coordinate with other writers and editors to maintain a constant schedule

Editor, Savant-Garde, October 2018-October 2019

- Proofread/Edit and modify book reviews before final publication

Hardware/Home Decor Associate, Canadian Tire Corporation Ltd, May 2017-September 2018
Brampton, ON

- Find what customers are looking for
- Restock, Scan and Move merchandise
- Assist customers with their projects
- Mix and Dispense paint

Document Control Administration, Anti-Corrosion Technical Services, November 2013-December 2013

- Document Creation – created, modified, and released documents, certificates
- Document Control – Scanned and organised documents
- IT support – Assisted in troubleshooting for missing, corrupted, and deleted files
- IT security – implemented security measures that prevented unauthorised modification of documents

EDUCATION

Honours Bachelor of Creative Writing and Publishing

Sheridan Institute of Technology and Advanced Learning, April 2023

College Graduate Certificate

Creative Writing, Humber College, August 2018

Diploma

Computer Programming, Sheridan Institute of Technology and Advanced Learning, August 2017

Certificate

Project Management, Sheridan Institute of Technology and Advanced Learning, January 2017

WEBSITES, PORTFOLIOS, PROFILES

- <http://ca.linkedin.com/pub/tariq-singh/46/101/608/>