

# TAPAS EASWAR

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## HIGHLIGHTS OF QUALIFICATIONS

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- **ORGANIZATION**
  - Able to manage multiple tasks and work effectively under pressure of high volume
  - Demonstrated ability to set priorities and meet competing deadlines
  - Proven effectiveness in attending to details and accuracy
  - Analytical thinker and decisive, with excellent problem-solving skills
- **COMMUNICATION**
  - Excellent verbal communication skills with a proven ability to build and maintain relationships
  - Good judgment and initiative; tact and diplomacy working in a client-centered environment
  - Polished research and writing skills: proven ability to write concise, fluid research pieces, essays, and funding requests
- **INTERPERSONAL**
  - Works well in dynamic environments, both in teams and independently
  - Well rounded and proactive problem solver who takes pride in achieving strong results at consistently high levels
  - Experience leading both small and large groups towards specific, measured goals
  - Fluent in English and intermediate Hindi
- **TECHNICAL PROFICIENCY**
  - Working knowledge of Windows, OS X, Android, iOS, and various Linux distributions
  - Highly proficient with Word, Excel, & Outlook (along with iWork and Google Docs)
  - Thorough knowledge of social media tools to support engagement and campaign promotions
  - Intermediate knowledge in both HTML and CSS

## EDUCATION

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**York University** Toronto, ON  
Bachelor of Environmental Studies (BES) 2009 - 2013  
Research Projects: Natural History of Consumer Culture and Happiness  
Social & Ethical Considerations of Nuclear Power Development

## WORK EXPERIENCE

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**Banana Republic** Markham, ON  
Assistant Manager 2016 - Present

- Talent and Operations Manager
- Oversee the hiring, onboarding, and training of new staff, and responsible for developing in-store talent
- Responsible for creating weekly schedule for 30 staff
- Calculating sales targets & tracking store success
- Member of Joint Health & Safety Committee

<b>Banana Republic Factory Store</b>	Cookstown, ON
Assistant Manager	2014 - 2016
<ul style="list-style-type: none"> <li>○ Stock Supervisor (Oct. 2014–Feb. 2015)</li> <li>○ Acting Operations Manager (Nov. 2014–Feb. 2015)</li> <li>○ Assistant Store Manager / Men's Merchandiser (Feb. 2015–Present)</li> <li>○ Calculating sales targets &amp; tracking store success</li> <li>○ Helping coordinate store's community service outreach programs</li> <li>○ Member of Joint Health &amp; Safety Committee</li> </ul>	
<b>Desi News Magazine</b>	Newmarket, ON
Email Campaign Coordinator	2013 - Present
<ul style="list-style-type: none"> <li>○ Responsible for the monthly email newsletter update, sent out to several thousand recipients</li> </ul>	
<b>Gap Inc.</b>	Newmarket, ON
Sales Associate	2010 - 2014
<b>City of Toronto</b>	Etobicoke, ON
TaeKwon-Do Instructor	2007 - 2010

## AWARDS & RECOGNITION

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First-Aid & CPR Certified	Canadian Red Cross	2014
OSHA / WSIB Certified	Province of Ontario	2014
Employee of the Month	Gap Canada, Upper Canada Mall	2014
Commitment & Participation by a Graduating Student	Founder College, York University	2013
3 <sup>rd</sup> Dan Black Belt	Woodbridge TaeKwon-Do	2010
Ontario Youth Volunteer Award	Province of Ontario	2009 - 2010
Chief Scout Award	Scouts Canada	2006
Peter Lee King Scout of the Year Award	Scouts Canada	2005

## EXTRACURRICULAR ACTIVITIES & INTERESTS

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Terry Fox Run	Volunteer / Participant	2014 - Present
Movember Foundation	Fundraiser / Participant	2014 - Present
York University Orientation Week	Founders College Orientation Boss	2011 - 2014
Creative & Technical Writing	Recreational	2009 - Present
Grants / Desi News Awards Gala	Supporter / Volunteer	2006 - Present
Michael Power/St. Joseph Student Administrative Council	Grade 11 Student Representative	2007 - 2008
Daily Bread Food Bank	Supporter / Volunteer	2006 - 2007
Woodbridge TaeKwon-Do	Recreational	2001 - Present
Scouts Canada	Recreational / Scout Leader	1998 - Present

References Available Upon Request