

# Amin Khadivineya

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## EDUCATION

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**Bayview Secondary School**

**Expected: June 2026**

Grade 12 (On going)

- Relevant Coursework: Business Leadership, Introduction to business

## EXPERIENCE

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**Envision Robotics**

**July 2025 - Present**

STEM Instructor

Markham, Ontario

- Improved classroom readiness for students ages 4-12 by setting up materials, assembling display models, and maintaining a safe, organized learning environment.
- Increased student participation during hands-on sessions by explaining robotics, coding, and 3D printing concepts in simple, engaging ways and guiding troubleshooting when issues came up.
- Supported efficient lesson delivery by preparing materials in advance, organizing shared supplies, and helping instructors maintain clean, safe, and accessible work areas.

**Pro Mammut inc**

**August 2024 - July 2025**

Customer Service Assistant

Richmond Hill, Ontario

- Improved day-to-day customer service flow across 20+ daily client interactions by answering questions clearly, resolving issues quickly, and helping customers find the right services in a fast-paced environment.
- Increased scheduling accuracy for 30+ weekly bookings by organizing appointments, preparing invoices, and communicating priorities clearly with clients and movers.
- Supported smooth daily operations by maintaining organized records, prioritizing tasks efficiently, and keeping work areas orderly to reduce errors and delays.

**B.L.A.S.T.**

**May 2025 - Present**

Development Mentor

Richmond Hill, Ontario

- Improved student confidence and academic consistency by coaching students on study habits, time management, and goal setting in a supportive environment.
- Strengthened communication flow between students and teachers by aligning support strategies and following up on student needs.
- Supported a positive and organized learning environment by helping students stay prepared, focused, and ready to participate.

## Languages

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English Native

Farsi Native

## Skills

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Customer Service - Merchandising support - Stocking and Inventory Organization - Product Display Setup - Communication - Team Collaboration - Time Management - Organization - Problem Solving - Attention to Detail

## Interests

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Snowboarding

Mountain Biking

Basketball

Hiking

3D designing

Photography