

## HARP SINGH

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### SUMMARY OF PROFILE

A recent graduate with a Bachelor of Business Administration specializing in Energy Management with demonstrated ability in critical analysis, teamwork, and communication. Solid knowledge, training, and experience in strategic planning, project development, energy calculations & utility rates, business and sustainability, and business case development learned through various coursework and projects. Passionate about promoting sustainability and energy conservation by producing tangible process improvement and results.

### SKILLS & COMPETENCIES

- **Technical Skills:** knowledge about demand-side management principles, Energy Certifications (e.g. – LEED), budgeting, financial control methods and techniques, building codes, building operations analysis, and energy systems with the data management knowledge
- **Communication Skills:** strong interpersonal, communication, teamwork, and presentation skills
- **Customer Service Skills:** exceptional customer services skills
- **Exceptional Organizational Skills** - manage multiple tasks and meet deadlines
- **Computer Skills:** Proficient in MS Office Suite including Word, Excel, Outlook, and PowerPoint

### EDUCATION

**Bachelor of Business Administration in Energy Management**, Yorkville University, NewWestminster, BC, July 2019 — April 2022

**Relevant Coursework:** Business Decision Analysis | Marketing Strategy | Business and Sustainability | Energy System Operations | Business Writing and Communication | IT for Managers | Human Resource Management | Entrepreneurship | Energy Future | Transition, Technology, and Society.

### EXPERIENCE HIGHLIGHTS: COURSE PROJECTS

#### **Renewable Energy Capstone project, Yorkville University, 2022**

This project proposed a plan for a renewable city project which included a discussion of all the factors from technologies, system changes, government approvals, and financial analysis of the whole plan. The project investigated and analyzed the risk and proposed sustainable solutions.

#### **Business Plan Proposal, Yorkville University, 2022**

This project developed a business vision, strategy, and plan for organizing a new business by conducting a SWOT analysis, competition analysis, market research, and analyzing financial statements. The project explained all stages of developing and presenting a business plan by drawing upon knowledge and skills gained in Energy Management courses. In addition, a PowerPoint presentation was presented to pitch our idea to potential investors (Prof).

### WORK EXPERIENCE

#### **Cashier, The Real Canadian Superstore, Surrey, BC, May 2020 to Present**

- Recorded and processed all orders in an organized and accurate manner.
- Coordinated and scheduled deliveries based on sales and future needs.
- Ensured proper delivery times for all events and coordinated travel for deliveries.
- Resolved customer disputes in a professional manner; maintained up-to-date knowledge of all retail promotions.