

## OBJECTIVE

To obtain a position in an IT capacity where my leadership capabilities, problem solving skills, and experience in guiding others to solutions can be utilized to help others and enhance business objectives.

## CONTACT

- chvanstralen@gmail.com
- (403) 795 6976
- Lethbridge, AB

## EDUCATION

LETHBRIDGE POLYTECHNIC  
Computer Information Technologies  
Diploma  
In progress

## SKILLS

- Business Writing
- Mentoring
- Leadership
- Project Management
- IT Troubleshooting
- System Upgrades
- Windows OS Proficiency
- UI/UX Design Principles
- System Design

## CERTIFICATIONS

- Mobile Elevated work Platform Operation
- Fall Protection
- Confined Space Entry

# Caleb Van Stralen

## IT PROFESSIONAL

I am always open to learning new skills and helping others understand concepts. I always strive to help users and provide solutions to their problems.

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## EXPERIENCE

**PRODUCTION ASSISTANT THE ENGRAVERS**  
Sept 2023 – Apr 2025

- Answered business emails
- Created a schedule for individual jobs
- Designed proofs according to customer needs
- Conducted a full system upgrade from windows 10 to windows 11
- Managed user needs and requests through IT support to workers

**Reference:** Doug Van Belle (403) 328 0882

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**TEAM LEAD PROJECT FOR LETHBRIDGE POLYTECHNIC**  
Sept 2024 – In progress

- Lead a team through a large project
  - Planned roles for each of the team members
  - Organized documents according to a set format
  - Researched solutions to problems and successfully applied them.
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**CREW TRAINER MCDONALD'S**  
Aug 2019 – Aug 2021

- Actively participated in team meetings
- Provided customer support
- Learned to interact with customers and talk to them
- Trained crew in various tasks
- Gained leadership and mentorship experience