

Alex Capatina

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Skills Summary

- Outstanding time management skills, able to analyze information and evaluate results in order to choose the best solution and solve problems
- Excellent communication skills, both written and verbal
- Ability to multitask in high stress time and sensitive environments
- Strong team player, work well with minimal supervision
- Willingness to always take on a challenge and learn new skills

Professional Experience

Machine Operator Level 1

Cosmetica Laboratories Inc.

October 2020 – present

- Operated machinery for line production
- Worked in a fast-paced assembling and packaging of cosmetics products
- Performed light labour tasks (preparing boxes, product carton, labeling)
- Maintained the work environment clean and safe
- Adhered to GMP standards
- Lifted boxes up to 25Kg
- Maintained a high standard of quality for the products
- Assisted the supervisors in all required tasks
- Worked in a strong team environment

Marketing Researcher

KGS Research

December 2019 – October 2020

- Operated in a call centre environment conducting telephone surveys for market research purposes
- Made outbound calls to our clients regarding surveys on politics
- Followed all staffing and scheduling rules
- Remained neutral on their opinions, to avoid collecting any skewed or biased data
- Reported any technical problems to the team leaders to avoid losing respondents

Tent Builder

Advanced Tent Rental

April 2017 – November 2019

- Raised and dismantled tents in a timely and efficient manner.
- Supported warehouse staff and filled other roles when requested
- Event planning, execution and sales along with related duties
- Provided courteous, professional and prompt customer service in-person, over the telephone or by email
- Organized and completed paperwork as needed.
- Worked in a team environment

Customer Service Representative

Optima International Communication

April 2016 – December 2016

- Delivered promotional presentations to current and past Scotiabank customers
- Negotiated with clients which life insurance plan better suits their needs
- Called prospective customers by automatic dialing systems
- Completed orders by recording names, addresses, and purchases
- Referred orders for processing and filling

Recruiter (CO-OP)

Toronto District School Board

August 2015 – February 2016

- Verified accuracy and completeness of data
- Assisted with confidential work of the Recruitment Office and Employee Services in general
- Assisted with retrieving, printing, photocopying, mail-merging, and processing a large volume of online job applications for the temporary/casual rosters
- Assisted with incoming/outgoing application mail
- Assisted with maintaining online job application databases, including Excel spreadsheets
- Organized, identified, and filed above job applications
- Assisted with conducting reference checks for non-TDSB employees
- Assisted with arranging job interviews and participated in them
- Looked up and retrieved information from HRIS systems (SAP)
- Built a database in MS Access using VBA coding in order to streamline and better optimize the workload (can provide sample upon request)
- Built a training program on how to use the database

Training and Education

Human Resources Strategy and Technology Degree: Bachelor of Commerce

Seneca College

September 2012 - April 2016

Courses taken:

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| • Recruitment and Selection | • Training and Development |
| • HR Planning | • Technology Enhanced Learning |
| • Performance Management | • Project Management |
| • Human Resources Research and Information Systems | • Occupational Health and Safety |
| | • Operations Management |

Software engineering

Centennial College

September 2021 - April 2023