

Alexander Damovski

alexanderdamovski@gmail.com
51 Braebrook Drive, Whitby, L1R 1V6 (CA)
2894230814

PROFESSIONAL SUMMARY

Trustworthy, work independently in office and at home, have 2 years experience handling sensitive information. Have great knowledge in technology. Also have 2 year of insurance knowledge. I provide support when needed. Can work under pressure.

EMPLOYMENT HISTORY

Insurance Admin, Westland Insurance. Markham, Ontario

Aug. 2022 - Present

As a Insurance Administrator, I help with support CSR with looking over Renewal documents and getting them prepared before being sent out to the customer.

TSR, Walter Roberts Insurance Brokers Inc. Markham, Ontario

May. 2020 - Aug. 2022

As a Technical Service Representative, I help the CSR and administrator things such as, getting documents ready and downloading documents sent from insurance companies daily.

EDUCATION

Sinclair Secondary School, Whitby, Ontario

High School Diploma, Jun. 2021

SKILLS

Word Processing	<i>Experienced</i>
Technology	<i>Expert</i>
C#	<i>Skillful</i>
Information handling	<i>Expert</i>
MS Office	<i>Experienced</i>
HTML	<i>Beginner</i>