

# ERIC MACRAE

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Cornwall, PE

## Profile Summary

Highly ambitious BBA student with a solid grasp on business fundamentals. Ready to provide a strong work ethic that will add value to your dynamic business environment. Strong communicator, analytical thinker, and eager to learn.

## Professional Skills

- Excel
- Python
- Power BI
- Web Development

## Personal Skills

- Motivated
- Empathetic
- Adaptable
- Analytical Thinker

## Education

### Bachelor of Business Administration

2020 - Current

BBA program at UPEI

## Work Experience

### Administrative Assistant (Island Chiropractic Clinic)

2020-2024

- Streamlined office operations through the implementation of efficient filing systems, calendar management, and task prioritization, enhancing overall office productivity.
- Managed calls, emails, and in person communication methods with ease, while coordinating office work and keeping a keen eye for detail.

### Waiter (New Glasgow Lobster Suppers)

2020 - 2023

- Delivered exceptional service with a warm, engaging demeanor, creating a comfortable and enjoyable dining atmosphere.
- Proficient multitasker, expertly managed multiple tables simultaneously, with continuous accuracy.

### Cook (New Glasgow Lobster Suppers)

2018- 2020

- Efficiency created delicate dishes in a fast-paced environment while upholding hygiene and safety standards.
- Managed newer cooks aiding them in developing their skills and confidence in the workplace.

## Certifications

- Certified Child Mentor through Big Brothers Big Sisters PEI
  - *Relevant Skills: Effective leadership and communication*
- CompTIA A+ / CompTIA Security+
  - *Expected date of completion April/June 2024*

2019

## Interests

- Cybersecurity
- Finance
- Programming