

GWENN DELA VICTORIA
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Objective: To work as administrative staff part-time.

- **Summary:** A responsible, optimistic and enthusiastic individual who can easily adapt to different work environments and is able to comfortably work in a team with strong leadership skills.

HIGHLIGHTS OF QUALIFICATION:

- Obtained a Diploma program from George Brown College in Early Childhood Education, April 2021 with honors.
- Obtained 67 GPA hours from Humber College in Electronics Engineering Technology, September 2019
- Has valid police check and immunization records
- Possesses good time management and organizational skills
- Possesses above average skills in computer software applications (data filing, electronic banking systems, etc)
- Great organizational skills and can easily get along with different types and age-range of people
- Punctual in appointments whether professional or non-professional settings
- Has standard first aid & CPR/ AED - expire Feb 2025
- Bi-lingual
- Possesses G2 license
- Eager and a fast learner individual
- Advanced typing and data entry skills

WORK EXPERIENCES:

Cash Supervisor
Shoppers Drug Mart

July 2022-August 2022
Mississauga, ON

- Answers question of customers with polite manner
- Numeracy for arithmetic calculations

- Ease with data systems and data entry
- Operates as cash office supervisor counting drawers, reconciling all cashiers at the end of the shift
- Opening and closing cash drawers as well as inputting cash information and sales into computer and preparing bank deposits.

Early Childhood Educator

Tiny Treasure Montessori School

April 2021- June 2022

Mississauga, ON

- Able to supervise the children's needs safely and has good rapport and proper communication with both children and their families
- Can cope with the workplace amidst challenging tasks
- Demonstrate passion in workplace by staying motivated, resilient, and optimistic with varying work load and is able to handle stress effectively
- Accept constructive feedback and responds positively to it
- Exercise the rule of confidentiality and security
- Knows how to take initiative in responding to the needs of the children and co-workers

Pharmacy Assistant

Shoppers Drug Mart

October 2020- April 2021

Mississauga, ON

- Role is to do the scheduling of COVID-testing appointments either through phone or in-person
- Performs all necessary clerical/administrative assistant tasks to ensure organized office operations
- Good communication skills towards patients, pharmacists, and all staff;
- Able to express self clearly in providing clear and concise explanation during the assessment
- Exhibited punctuality and time managements skills
- strong attention to detail; accurately double check one's work before submission

- Can comfortably work in a team

Crew Trainer

McDonald's

September 2018 – April 2021

Mississauga, ON

- Demonstrates hospitality towards crew members, managers and customers
- Role model in following proper and safety procedures at workplace
- Trained new crew members and showed right procedure in kitchen and front cash skills and as a Crew Trainer by providing positive feedbacks to other crews.

Medical Receptionist

Doctor's Office at Walmart

August 2016 – April 2018

Burlington, ON

- Scheduled appointments through phone and in person
- Performed with ease all necessary clerical/ administrative assistant duties: scan, print, organize data systems and entry of medical records of patients to provide professional atmosphere and assistance to patients in the clinic
- Maintained confidentiality, professionalism and maintained an organized environment
- Detail-oriented and focused
- Fast in fulfilling roles assigned

EDUCATION:

Software Engineering technician

September 2022 – Present
Centennial College, Toronto ON

Early Childhood Education Completed

September 2019 – April 2021
George Brown College, Toronto ON

- Graduated with Honours, obtained a GPA 3.65
- Dean's Honour List – Winter, 2020
- A responsible, diligent student and a helpful classmate

Relevant courses taken:

- Interpersonal Communications
- Child and Adult Psychology
- College English Communications
- Introduction to Sociology (Perspective in work settings in Canada)

Electronics Engineering Technologist

*September 2017 – January 2019
Humber North College, Etobicoke, ON*

Relevant courses taken:

- Introduction to Psychology
- Basic computer skills such as Excel sheet skills Microsoft word skills
- Technical writing skills
- Programming Fundamentals
- Electric Circuits
- Technology Foundation