

EDUCATION

McMaster University

September 2019 – June 2023

Completed a Bachelor of Arts in Political Science with a Minor in History

SKILLS SUMMARY

- Proficient in Microsoft Office (Excel, Word, PowerPoint), Photoshop, and Cava.
- Excellent interpersonal skills
- Experience managing social media imprint
- Excellent organizational skills
- Excellent communication skills
- Excellent writing skills
- Excellent at working in teams
- Excellent quantitative and qualitative analytical and research skills

EXPERIENCE

Alpha Solutions, Toronto, ON, Canada

May 2017 – Present

Contract (Summer Months while in High School and University and currently)

- Supported accounts receivable, called clients when payments were over 90 days and came up with payment plans.
- Managed approximately 15 properties and effectively coordinated the management with colleagues.
- Used communication skills to efficiently coordinate property management with the company's owner, co-workers, and the owners of the properties to ensure customer satisfaction.

Landscape Plus, Toronto, ON, Canada

May 2017– August 2023

Contract (Summer Months while in High School and University)

- Utilized teamwork to manage the properties of approximately 30 houses per day in an efficient and effective manner.
- Used communication skills to efficiently coordinate property management with the company's owner, co-workers, and the owners of the properties to ensure customer satisfaction.

Camp Couchiching, Orillia, ON, Canada

August 2018 - 2018

Counselor in training

- Helped Plan and organize events that encouraged creativity and leadership
- Supervised campers and ensured their safety, development, growth, skill achievement, and general well-being.
- Maintained a schedule for camp participants.
- Facilitated and created lesson plans for daily activities.
- Organized and lead various small and large group activities.

INTERESTS

Politics, History, Skiing, hockey, attending museums.