

JACQUES EHRARDT

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PROFILE

- Fluent in Portuguese and English
- Excellent team player with focus on collaboration, team building and customer relations
- Prioritization, Multitasking, and problem-solving abilities in fast paced environment
- Additional skills: Punctuality, Adaptability, Positive Attitude
- Experience with Microsoft Office (Word, Excel, PowerPoint)

WORK EXPERIENCE

CASAL - Companhia de Saneamento de Alagoas | Administrative Assistant July 2018 - Aug 2020

CASAL is responsible for the Collection, Treatment and Distribution of Water in the state of Alagoas.

- Customer service and quick problem resolution
- Received, separated and forwarded documents and letters to the company's sectors

EDUCATION

Tamwood – Vancouver, Canada Jan 2023 - Present

- Web Development Co-op Diploma