

JORDAN COQUE REINA

Address:

17 ANTHIA DRIVE

M9L 1K6

Contact Information:

4372569733

jordancoque1211@gmail.com

Skills

- Problem-solving
- Multi-tasking
- Customer services
- Organizational
- Communicative Approaches
- Teamwork
- Microsoft tools (Word, Excel, and Power Point)

Experience

- **Fundecom**

Administrative Assistant – Customer Service

May 2022 – May 2023

- Using Microsoft Office such as Word, Excel, and PowerPoint
- Managing and adding information to the company database
- Customer service and satisfaction through telephone calls

- **Encompass**

Housekeeping – Keeping building facilities clean such as floors and furniture

October 2023 – Currently

- Cleaning facilities of a building
- Keeping spaces such as floors and furniture clean with rags, brooms, and mops

Education

- Diploma

Centennial College – Software Engineering – Diploma

(September 2023 – December 2024)