

# Rebecca Hamshaw

Calgary, AB

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## Skills

- Reliable and Punctual
- Customer Service-Oriented
- Appointment Scheduling
- Greeting and Seating Clients
- Answering Calls & Making Outgoing Calls
- Documentation and Reporting

## Experience

August 2021 - January 2024

### **Lymph Balance Centre, Calgary** - *Front Desk*

- Handled payment processing and provided customers with receipts and proper bills and change.
- Made outgoing calls
- Welcomed patrons to the front desk and engaged in friendly conversations while conducting check-in process.
- Received incoming calls and coordinated with staff to fulfill customer requests.
- Greeted visitors to provide information and direct to appropriate personnel.
- Experience with Canva
- Cleaned and did laundry for treatment rooms

June 2021 - July 2021

### **The Calgary Legal Team, Calgary** - *Administrative Assistant*

- Temp Position
- Provided secretarial and office management support while building cooperative working relationships.
- Maintained accurate department and customer records.
- Organized and labeled both physical and digital files
- Tracked and submitted employee timesheets to prepare for payroll processing.
- Photocopied and faxed files

As needed 2016 - 2018

**Real Legacy Law, Calgary** - *Administrative Assistant*

- Organized and labeled physical files
- Recorded and organized information on Excel
- Photocopying and re-assembling copies

## **Education**

- Centennial High School, Calgary AB June 2021
  - High School Diploma
- University of Calgary, Calgary AB
  - Pursuing: Bachelor of Science