

MICHAEL JOSEPH MAGTIBAY

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OBJECTIVE

To obtain a full-time position that will allow me to fully utilize and develop my skills and experience.

QUALIFICATION HIGHLIGHTS

- Strong computer skills and knowledge of Microsoft Office software such as Excel, Access, PowerPoint, Outlook, and MS Word
 - Organized, efficient and detail oriented
 - Ability to handle multiple tasks and projects
 - Strong leadership and interpersonal skills to deal effectively with others
 - Excellent verbal and written communications
 - Ability to thrive in a fast-paced environment
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WORK EXPERIENCE

Doma Woodworking July 2016 to September 2016
General Labour

- Assisted in the process of manufacturing cabinets and doors
- Maintained cleanliness of work area
- Polished newly assembled products

Wal-Mart Canada June 2017 to August 2017
Cashier

- Received payments via cash, debit/ credit card
- Maintained cleanliness of work area
- Greeted all clientele
- Issued receipts, credits, change as needed
- Record changes in price using special bulletins and price sheets as reference

Judy's Tropical Farm June 2018 to September 2018
General Labourer

- Excelled at meeting daily goals by working with a sense of purpose and personal drive
- involved in all aspects of production
- Greeted all clientele

Rona Canada August 2019 to January 2020
Shipping

- Proven ability to prioritize multiple tasks according to importance and willingness to multitask as needed.
- Safely operate forklifts, pallet jack, hand truck and cardboard baler.
- Accurately picked and distributed goods and materials to customers

HomeSense September 2020 to Present
Warehouse/Cashier Associate

- Extremely reliable and safety conscious with solid experience in warehouse operations to include loading and unloading trucks; shipping and receiving; order picking / packing; staging and stocking.
- Assembled all components and fixtures of furniture received in the warehouse.
- Cleaned and organized workplace and removed trash from the assembly area, as directed.
- Maintain accurate merchandise displays, ensuring strategic placement of products in order to maximize purchases

VOLUNTEER

Crohn's and Colitis Canada

June 2014

- Involved in the success of the annual 2014 York Region Gutsy Walk
- Registered participants and directed them to appropriate area

EDUCATION

Father Michael McGivney Catholic Academy
Markham, ON

September 2013 – June 2017

Centennial College
Toronto, ON

September 2018 - April 2021

References Available Upon Request