

# Mercedes Wilson

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## EXPERIENCE

### **Doral Holding Limited, Welland, ON — Receptionist**

September 2021- August 2024

- Administrative assistant
- Responsible for filing documents
- Writing cheques to companies
- Assisting individuals with inquiries

### **Rice Road Greenhouses, Fonthill, ON — Cashier/ Plant Specialist**

March 2020 - August 2024

- Ordering shipments of plants
- Help customers when problems arise
- Identity and care for various plants

## VOLUNTEER EXPERIENCE

### **The James Project of Latin America, Monjas, Guatemala**

2017 - 2022

- Translated from English to Spanish and vice versa
- Organized events and activities .
- Supervised activities for children
- Assisted in daycare

## EDUCATION

### **University of Waterloo, Waterloo, ON — Global Business and Digital Arts**

September 2023 - Present

- Currently in second year

## SKILLS

- Fluency in Spanish
- Sociable and friendly
- Good at basic math
- Artist
- Time management
- Planning

## AWARDS AND CERTIFICATIONS

Smart Serve - 2024

First Aid & CPR - 2023

Honour Roll - 2020-2023

Rosetta Stone - 2017

## LANGUAGES

- English
- Spanish
- Learning Italian in University

References upon request