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# Yan Mezhiborsky

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## SUMMARY

Results-oriented professional with a diverse background, featuring experience in Python, SQL, and R, coupled with advanced Office Suite skills. A self-starter known for excellent organizational abilities, adept at managing multiple tasks and prioritizing effectively. Experienced in conducting quality checks, ensuring accurate and timely project completion. Keen interest in data analytics and streamlining data processes for optimal efficiency.

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## SKILLS

- Responsible, organized and self-motivated person
  - Excellent team player with good interpersonal relations
  - Excellent problem solving and communication skills
  - Experience in Python, SQL, and R
  - Proficient with Office Suite
  - Fluent in English, French
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## WORK EXPERIENCE

### Hands-Free X Rays

2022 - Present

#### *Distribution Coordinator*

- Conducted thorough checks of orders for accuracy, quality, and completeness.
  - Completed customer orders and ensured timely delivery
  - Maintained records of all orders and inventory, ensuring that the inventory was always up-to-date and accurate
  - Provided exceptional customer service by responding to inquiries and resolving any issues in a timely and professional manner
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### Rexall & Canada Post

2020-2023

#### *Sales Associate & Retail clerk*

- Assisted dozens of customers per day with selecting products and services that best fit their needs
  - Provided and Processed Canada Post Services such as shipping parcels, MoneyGram, Money Order, opening P.O. boxes, and mail forwarding
  - Prepared and organized daily and weekly financial paperwork
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### Sales Associate, Addition Elle

2020

- Enhanced inventory control through systematic unloading, organization, and regular tracking of stock
  - Employed Quick Find software to efficiently package and dispatch products, guaranteeing punctual and precise deliveries
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- Provided exceptional customer service by assisting clients in locating the right merchandise
  - Demonstrated strong interpersonal skills in resolving conflicts and diffusing challenging situations with customers
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**EDUCATION****University of Toronto****2019 – Present**

- Bachelor of Science, Mathematics Major
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**Vaughan Secondary School****2015 - 2019**

- Graduated as an Ontario Scholar
  - Earned Bilingual Certificate
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