

# Angela Carter

## Manager

📍 Windsor, Ontario, Canada  
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## WORK EXPERIENCE

January 2014-Current

### Manager

🏢 CARBER  
📍 Canada

Specialists in eCommerce and All Things Business  
B2B• Design• Accounting• eCommerce• Web Design

PHPCSSHTMLJavaScriptFigmaWordPressBootstrapMySQL

- Led a dynamic team of freelancers to deliver top-notch services across multiple disciplines, ensuring exceptional results for clients.
- Utilized expertise in project management, consulting, internal auditing, and web development to efficiently oversee operations and drive success.
- Successfully managed diverse client portfolio, offering comprehensive support in areas such as accounting, finance, tax, business management, eCommerce, web design/development, and data management.

December 2016-January 2023

### Executive Coordinator

🏢 Junapa Properties Incorporated  
📍 Canada

Residential leasing and property management

- Supported senior management in various business functions and operations.
- Served as a central point of contact for tenants, team members, and executives, ensuring seamless communication.
- Managed payroll, rent rolls, rental agreements, and vendor relationships efficiently.
- Prepared accurate company reports and closely monitored financial transactions.
- Ensured the accuracy of data process systems and maintained up-to-date company information on the database.

January 2015-January 2023

### Manager

🏢 Quality Services  
📍 Canada

Residential property maintenance  
Property

- Managed property maintenance teams for residential landlords, overseeing routine tasks such as cleaning, landscaping, and seasonal repairs.
- Implemented a cost-effective solution by providing efficient and flexible services instead of hiring full-time, on-site maintenance staff.
- Demonstrated exceptional speed and project turnaround time to fulfill multiple repairs and complete various projects within tight deadlines.

April 1994-January 2014

### Non-Technical Project Manager, Government of Ontario

 Google Sheets

 Canada

Govern and provide essential services for local communities

Healthcare• Property• Energy• Consulting• Construction• Governments• Social Impact• Procurement


- Managed and successfully delivered numerous strategic projects, both financial and technical, in alignment with the Government's objectives.
- Led a team of professionals, conducted audits, analyzed data, and provided recommendations for enhanced efficiency and regulatory compliance.
- Oversaw project lifecycle from inception to completion, ensuring adherence to budgets, timelines, and effective stakeholder communication.
- Developed and implemented risk management strategies, conducting assessments, and implementing controls to safeguard the organization's operations and reputation.
- Demonstrated strong analytical skills, attention to detail, and effective communication to drive success across various leadership roles.
- Responsible for monitoring and ensuring adherence to contractual obligations, terms, and legal requirements while mitigating risks and resolving non-compliance issues.

## EDUCATION

2022-2023

### Diploma

 ABM School of Technology

 Toronto, Ontario, Canada

ABM School of Technology Sep 2022 - Jul 2023

Degree/Diploma (3.6) Technology

- Meet industry standards to create beautiful and functional graphics, web pages, and work in front and backend web development.
- Create and breathe life into web designs.
- Use multiple technical tools to build, create, and maintain websites, which includes multiple functional aspects of web design, web publishing, web programming, and database management.

- Proficient in coding languages such as HTML, CSS, JavaScript, PHP, Bootstrap, and CMS WordPress, and use them to create core structures for the web and server database use.
- Proficient in creative computer-assisted technology including, but not limited to Adobe Photoshop, InDesign, and Illustrator to create high-quality web graphics.
- Proficient in SQL, Web Project Management, Responsive Web Design, PHP Applications, PHP Frameworks, Software Development Life Cycle (SDLC), Wireframing, Figma, Bootstrap, Adobe Photoshop, Canva, JavaScript, CSS, HTML, Data Analysis, Database Development, Full-Stack Development, Web Development, Web Design.
- Web Technology

1989-1992

## Diploma

 St. Clair College  
 Canada

St. Clair College Sep 1989 - Apr 1992

Degree/Diploma (3.4) Business Administration, Accounting

- Equipped with a diverse set of skills and professional abilities.
- A strong financial acumen, proficiency in financial software and tools, expertise in business analysis, strategic planning capabilities, knowledge of compliance and regulatory requirements, risk management skills, analytical thinking, effective communication, attention to detail, and a commitment to professional ethics.
- Adept in providing support in financial roles, such as financial analysis, budgeting, strategic planning, compliance, and risk management.
- Ability to interpret complex financial data, make informed recommendations, and contribute to the financial success of organizations.
- Business Administration

## SKILLS

Bootstrap   Coding   Design/Development   Javascript   PHP   Data Analysis   Database   Mysql   SQL  
 WEB Database   Database Development   CSS   HTML   Responsive Web Design   WEB Design  
 WEB Graphics   WEB Project Management   WEB Publishing   Data Management   Life Cycle  
 Software Development Life Cycle   SDLC   Frameworks   Wireframing   Content Management System   CMS  
 Project Lifecycle   Budgeting   Operations   Trading   Risk Management   Property Management   Wordpress  
 Illustration   Illustrator   Adobe Illustrator   Figma   Indesign   Photoshop   Adobe Photoshop   Audit  
 Audits   Internal Auditing   Accounting   Budgets   B2B   Business Management   Marketing Analysis  
 Process Systems   Drivelines   Project Management   Leasing   Strategic Planning   Payroll  
 Database Management   Landscaping   Maintenance   Publishing   Healthcare   Procurement  
 Regulatory Compliance   Excel   Google Sheets

**LANGUAGES**

English - Fluent