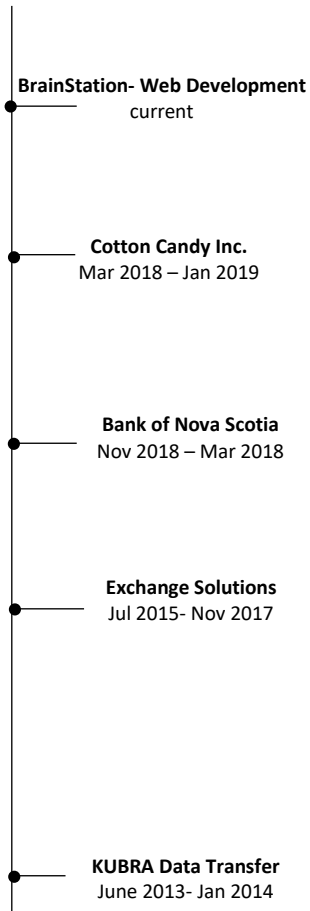


**TECHNICAL SKILLS**

HTML | CSS | JIRA | MICROSOFT OFFICE SUITE | FILE MAKER

**WORK EXPERIENCE**



**Sales Coordinator**

Cotton Candy Inc., Mississauga, ON

*Processed over \$ 100,000.00 in value for product orders*

*Facilitated correspondence between suppliers and clients to improve client experience*

**Data Entry Clerk**

Bank of Nova Scotia, Mississauga, ON

*Prepared bank confirmation and reconciled deposit and liability accounts*

*Maintained and monitored cases to ensure SLA are met*

*Compiled, sorted and verified the accuracy of data before entering into proprietary system for processing*

**Client Solutions Associate, Gift Card – Imperial Oil (Esso)**

Exchange Solutions Inc., Toronto, ON

*Contributed to 60% of company revenue through effective account management*

*Increased enrollment and registration base for loyalty programs by 5% through 3<sup>rd</sup> party distribution channels*

*Increased task efficiency by 1.5hrs through process documentation and implementation*

*Supported design and maintenance of monthly reporting, reconciliation and settlement*

*Collaborated across departments to: launch promotions, build production forecasts and secure budgets*

**Administrative Assistant**

KUBRA Data Transfer, Mississauga, ON

*Coordinated 150+ people, including transportation and food accommodations*

*Prepared and distributed internal communications such as memos and newsletters*

*Enhanced employee participation in company activities by 7%*

*Reconciled receipts to form expense reports*

**EDUCATION**

**DIPLOMA CANDIDATE, WEB-DEVELOPMENT**

**2019**

BrainStation, Toronto, ON

**ADVERTISING, ACCOUNT MANAGEMENT**

**2015**

Sheridan College, Oakville, ON

**BACHELOR OF COMMERCE (B.COMM.)**

**2013**

*Specialization in Marketing Management*

The University of Guelph, Guelph, ON

**WEBSITES**

Linkedin | [linkedin.com/in/rebeccango](https://www.linkedin.com/in/rebeccango)

Github | <https://github.com/Rebeccango>