

Shannon Lawrence

HOW TO REACH ME: WORK EXPERIENCE

Phone: 905-922-1480

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Project Coordinator

BGIS Global Integrated Services May 2022 - Present

- Develop schedules and monitor progress against timelines
- Preparing PO's and Invoices
- Create reports and track invoicing progress
- Work with Project Management team

Temporary Project Administrator

Topnotch Employment Services Inc (BGIS) November 2021 - April 2022

- Processing project documents (Forecasts, schedules, estimates etc)
- Creating schedules and monitored progress against timelines
- Preparing PO's and Invoices
- Worked with Tetris and Project Management team

Moment Maker

TLS - Connecting Voices April 2021 - November 2021

- Provide customer service to over 50+ customers daily
- Schedule appointments and navigate complaints

Online Customer Fulfillment

Walmart Canada | March 2020 - May 2021

- Picking customer's orders with an accuracy rate of over 90%
- Maintaining organization of racks and shelves to maintain store visual
- An average pick rate of 1000 items per day

PROFESSIONAL SKILLS

- Communication
- Conflict Resolution
- Marketing and Promotion
- Content Creation
- Experience with MS Office Suite
- Experience with Oracle
- Experience with PMWeb
- Experience with C++, Java, SQL

EDUCATIONAL TRAINING

Seneca College

Diploma in Computer Programming
(Pending)

- May 2023- present

CHARACTER REFERENCES

Sogol Ghaffari
Project Coordinator,
BGIS
Cell: 647-215-7855

Sameen Aqib
Department Manager,
Walmart Canada
Cell: 647-860-2353