

Jade Soloriano

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Summary

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills. Reliable and punctual team player possessing outstanding technical and debugging knowledge. Familiar with HTML, Power Bi, Azure, JavaScript and C#. Successful at using programming technologies such as MySQL and .Net to develop code. Disciplined and reliable professional with excellent critical thinking skills and problem-solving abilities.

Skills

- Good Communication
- Strong Work Ethic
- Problem-Solving
- Teamwork and Collaboration
- Basic Math
- Machinery Operation
- Attention to Detail
- Computer Skills
- Debugging
- Software Design
- Troubleshooting

Experience

08/2024 - Current

Acting Maintenance Junior Coordinator, **DECIEM**, Toronto, Ontario

- Collaborated with other departments to ensure successful completion of projects.
- Assisted in the development of various departmental policies and procedures.
- Coordinated with vendors to ensure timely delivery of products or services.
- Managed inventory levels by ordering supplies as needed.
- Created reports on team performance and communicated results to senior management.

09/2018 - 07/2024

Machine Operator, **DECIEM**, Etobicoke, ON

- Carry out regular safety checks on machinery prior to operation.
- Comply with company policies regarding quality control procedures.
- Adjust machine settings to complete tasks accurately.
- Monitor the speed of machines during the process.
- Observe machine operations to detect any problems or defects in the finished product.
- Adjust parameters to meet the line standards.
- Maintained assigned equipment and performed daily inspections to increase equipment longevity.
- Read job orders to determine product specifications and instructions.
- Ensure that safety guidelines are followed at all times while operating machinery.

12/2015 - 09/2018

Remittance Processor, **Metro Remittance (Canada) Inc.**

- Generated daily reports detailing payment activity.
- Verified accuracy of customer information on remittance documents.
- Maintained up-to-date knowledge of applicable laws, regulations, policies, and procedures

governing remittances processes.

- Ensured compliance with state and federal banking regulations pertaining to funds transfers.
- Collaborated with internal teams to ensure proper resolution of customer issues.
- Identified potential areas of fraud and risk associated with remittances.
- Investigated customer inquiries regarding payment status and account balances.
- Documented all transactions accurately within the system.
- Updated existing databases containing customer information as necessary.
- Received and recorded cash, money order and transfers.
- Reconciled computer reports with manually maintained ledgers.

Education And Training

09/2024

Some College (No Degree), Software Engineering
Canadian Business College, Mississauga, ON

04/2012

Bachelor Of Science, Information Technology
Iloilo Doctor's College, Philippines