**ISAIAH J. JOHN**

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*I am seeking a position where I can apply my abilities as a relational and detailed- oriented individual in a full-time permanent position in your organization. I am a proven dedicated and responsible worker with discipline, computer, and time management skills. I aim to bring these qualities to contribute to the success of your organization.*

## STRENGTHS

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| --- | --- |
| * Natural Leader * Collaborative * Strong Work Ethic * Detailed-Oriented * Punctual | * Strong Communicator & Problem Solver * Self-Motivated * Microsoft Office Proficiency * Customer Service Oriented * Flexibility |
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## EDUCATION

**University of Toronto** – BA- Political Science (September 2014-April 2019). Graduated June 2019

## EMPLOYMENT HISTORY

**Manpower (Purolator), Toronto, On Nov 2020- Dec 2020 (Seasonal Contract)**

**Warehouse/Retail Associate**

* Utilize Pallet Pump Trucks to move and unload boxes for storage that have just been received.
* Used Scanners to track the locations of items in storage
* Basic math skills to count the number of boxes and the quantity of items within each box that have been received and inputting the accurate data into the scanners.
* Assist Customers in retrieving their packages
* Reported any discrepancies to supervisor if boxes were missing or if there were more items than what was originally listed.
* Report any damaged products to supervisor
* Creating a tidy work environment by storing boxes neatly on the shelves.
* Followed the safety procedures to maintain a safe working environment for myself and colleagues.

**Randstad (Dealnet Capital), Toronto, ON May 2019 – Apr 2020**

**Loan Processing Agent**

* Review loan applications to ensure they are complete, accurate, and within Dealnet Capital's policies and procedures before processing for approval.
* Maintains product knowledge for loan products and aid in any recommendations for system improvements to enhance service and production.
* Complete preliminary appraisal of potential borrowers by thoroughly examining their applications.
* Complete all applicable financial and non-financial standards and create loan repayment plans for applicants.
* Verified all applicants' documentation when they applied for the loan. This includes proof of employment (for example, pay stubs), income tax returns and other forms of documentation
* Make outbound calls to borrowers to clarify any discrepancies

### Mosaic Sales Solutions (HEWLETT PACKARD), AJAX, ON August 2018-April 2019

### *HP Sales Consultant*

* I worked in a dynamic retail environment where I was responsible for interacting with consumers and marketing the latest HP technology through product demonstrations.
* Partnered with Sales Associates to increase HP sales and create a seamless shopping experience for customers.
* I was responsible for reaching sales goals by selling at least two laptop and printer bundles a shift
* I Developed relationships and a strong partnership between the store and HP.
* Proven attention to detail and communication skills as top performing rookie consultant.

### BANK OF NOVA SCOTIA, TORONTO, ON *May-August 2015 (3-month contract)*

#### *Student Intern, Global Wholesale Operations (GWO)*

* Managed an assigned portfolio of corporate loans for large institutions including Schedule I Banks for the primary purpose of record keeping and funding.
* Developed working understanding of Advanced Commercial Banking System (ACBS) set up and recording of transactions to ensure accuracy.
* Liaised with staff from internal Canadian and Foreign Lending Services Group regarding corporate loans and letters of credit.
* Entry and maintenance of financial data in ACBS loan systems for accounting and reconciliation of corporate loans.
* Utilized Bank Electronic Support System (BESS System) to transfer payments once loans were approved.
* Adhere to firm KYC policies before initiating the loan transfer for new and existing clients
* In some circumstances, documenting unusual transactions report to ensure compliance with AML regulatory requirements.