

Beth MacIsaac

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EXPERIENCE

HGS Canada, Dartmouth, NS — Customer Service Representative

October 2016 - September 2017

Sales and Customer Relations in a call centre environment. Duties included, sales, explaining bills (Mobile Phone, Internet, Cable TV, Home Phone) and working with customers to ensure satisfaction with services.

Cansel-Wade, Dartmouth, NS — Assistant Scanning Tech

November 2012 - July 2016

Duties included scanning and copying large and small documents, fast learning and use of various types of software and hardware, working on a strict deadline and various office and IT related tasks.

MacIsaac Funeral Home, Antigonish, NS — Office Manager

January 2006 - July 2011

Duties included employee payroll, accounts payable, data-entry, writing obituaries, customer relations, miscellaneous office and IT work.

EDUCATION

NSCC, Halifax, NS - Information Technology - Diploma Expected Spring 2019

September 2017 - Spring 2019

Information Technology - Web Development.

Dr John Hugh Gillis Regional High School, Antigonish, NS — High School Diploma

September 2002 - June 2006

Honors in English and History

St. Francis Xavier University, Antigonish, NS — Arts

September 2006 - April 2008

Two years in Bachelor of Arts with Anthropology/English major.

SKILLS

Experience with Database software (SQL, Microsoft Access)

Web design - Javascript, HTML, CSS

Well-versed in Microsoft Office Software.

Ability to learn new software easily

Patient and friendly, good people skills.

Adaptable and good at problem solving.

Network administration, particularly with Cisco equipment

LANGUAGES

English, French basics.

