Megan Jack

Montreal, Quebec H3H 2R7

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514-583-9611

Education and Training

Marianopolis College DEC

Concordia University- Political Science

Montreal, Quebec

Graduate

Mcgill University- Marketing

Montreal, Quebec

Graduate

Skills

* Fluent in French and English, both written and oral
* Hardworking, reliable, and professional
* Good computer skills: word, excel
* A team player with a strong work ethic
* Strong customer service and problem solving skills
* Ability to multi task and prioritize work
* Quick learner
* Able to work independently as well as in a team
* Administrative experience in a corporate setting

Volunteer/Charity Experiences:

* Old Brewery Mission
* Montreal Children’s Hospital
* Montreal SPCA
* Marianopolis Education Fund
* ANAD Canada
* Cystic Fibrosis Foundation

Areas of Interest:

•Business

•Fashion

•Beauty

•Fitness and nutrition

Past Employment:

Job title: Marketing Manager

Millette Accounting

February 2014-December 2017

Responsibilities:

* Financial duties such as tracking and approving invoices, reporting expenses, and documenting billing requests.
* Data Monitoring
* Market research
* Promotions
* Contacting clients
* Advertising

Past Employment:

2011- 2014

Property manager/Receptionist for Apartment buildings in Montreal

Responsibilties:

* Collect all rents.
* Answering/making phone calls
* Coordinate any and all work between tenants and professionals such as plumbers, electricians, carpenters , etc.
* Responsible for renting new apartments, writing up leases, doing credit checks, banking
* Oversee all janitorial staff.
* Maintain good Tenant relations.

2009-2011

Republic Clothing

Store manager

Responsibilities:

* recruiting, training, supervising and appraising staff
* managing budgets
* maintaining statistical and financial records
* dealing with customer queries and complaints
* overseeing pricing and stock control
* maximising profitability and setting/meeting sales targets, motivating staff to do so
* preparing promotional materials and displays

Jacob Boutique

Sales associate

2007-2009

* Advising & serving customers.
* Processing payments.
* Assisting customers in order to help them find what they need.
* Ensuring stock levels are well maintained.
* Providing customers with information on pricing and product availability.
* Arranging window displays.
* Handling customer complaints or handing customers on to management