

# Nikko Hepditch

Courtice, ON

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## WORK EXPERIENCE

### In Home Child Care Provider

Nikko's Daycare - Courtice, ON -

2006-04 - Present

In Home Child Care Provider, Courtice, ON

- Provide constant care for 8 children on a weekly basis from 6:00 am to 5:00 pm
- Feeding, diapering, and napping 5 children
- Provide entertainment and learning activities
- Maintain a clean and safe environment
- Teach everyday skills to better themselves
- Maintain spreadsheet scheduling for all parents as well as yearly tax receipts

Ryder Trucks, North York, ON

- Researched and Inputted diesel and unleaded fuel receipts
- Tracked information for 407 ETR billing
- Inputted credit card receipts for One Way customers
- Processed Purolink Courier for all Ryder locations worldwide
- Distributed mail for all office staff
- Back up receptionist

Rona Ontario Inc., Etobicoke, ON

- Tracking of invoicing to monitor Ryder Rental Program for 13 Locations
- Inputted maintenance invoices for trucks, company vehicles, and forklifts
- Tracking of sales reports
- Inputted data and produced finished reports for tracking of trends and established transaction levels
- Maintained spreadsheets for seven supervisors allowing them to be more active with other employees and tend to other responsibilities

## EDUCATION

### education

Thistletown Collegiate Institute

## ADDITIONAL INFORMATION

- Received recognition from president for excellent customer service
- Well qualified with Microsoft Word, Excel and Outlook
- Reliable, and always on time
- Very organized with the ability to complete multiple tasks under minimal supervision
- Positive Attitude and adaptable to changes in the workplace

- Hands on learner