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# AMYLIA MARTINEAU

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Resourceful, bilingual (French/English) professional with a strong background in administration, office management, and customer service. Currently pivoting to tech, pursuing certifications in Python, cloud computing, and cybersecurity to prepare for in-demand remote roles. Recognized for exceptional organization, adaptability, and problem-solving in fast-paced, virtual and office environments.

## SKILLS

- Cloud Tools: AWS, Google Cloud - IN PROGRESS
- Cybersecurity Fundamentals - ONGOING
- Python Programming - ONGOING
- HTML, CSS, JavaScript
- Digital Organization & Workflow Automation
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Fluent in French & English
- Strong communication, multitasking, and confidentiality

## EXPERIENCE

### **WSP E&I Canada** – *Office Administrator*

2022 – 2024

- Managed accounts payable, digital reporting, and remote coordination
- Performed reception, scheduling, and office organization tasks
- Compiled and formatted reports, spreadsheets, and project documentation

### **Career Break** – *Stay-at-Home Parent*

2020 – 2022

- Managed household operations and honed advanced organization and time management skills

### **Northern 911** – *Emergency Services Dispatcher*

2018 – 2019

- Responded to emergency calls and dispatched Police, Fire, and Ambulance services
- Maintained professionalism and composure in high-pressure, tech-driven environments

### **Sudbury Orthodontics** – *Receptionist/Finance Coordinator*

2018 – 2019

- Scheduled appointments, maintained records, and managed insurance claims
- Provided exceptional customer service through phone and email communication

### **Bob's Smoke Shop** – *Administrative Assistant/Cashier*

2011 – 2016

- Processed customer payments, created invoices, and assisted with office management

## EDUCATION

### **CTS Canadian Career College** – *Diploma*

2024 – 2025

Medical Office Administration (IN PROGRESS)

### **CTS Canadian Career College** – *Diploma*

2019 – 2020

Addictions and Mental Health Services

## WEBSITE

**<https://amyliamartineau.github.io/amyliia.portfolio/>**

## REFERENCES

**Available upon request**

