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AMYLIA MARTINEAUA long, thin rectangle to divide sections of the document

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/amylia.portfolio/**](https://amyliamartineau.github.io/amylia.portfolio/)

# REFERENCES

**Available upon request**