

# ARINA KOLODEZNIKOVA

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## EDUCATION

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**Advanced Diploma , Computer Programming** , Expected in 08/2024  
Seneca College of Applied Arts And Technology - North York, ON

**High School Diploma**, 07/2021  
Secondary School No. 12 - Mirny, Yakutia, Russia

## PROFESSIONAL SUMMARY

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Highly motivated and organized college student looking for a part-time position. Possessing cashier and customer service experience. Capable of working independently and in a team environment.

## WORK HISTORY


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**Sales Assistant/Cashier**, 06/2021 - 08/2021  
Optical Store "Focus"

- Assisted customers with prompt and polite support in-person and via telephone.
- Fielded customer questions to share information about products, availability and pricing.
- Input credit and debit card payments in POS system to complete purchases.
- Maintained records related to sales, returns and inventory availability.

**Volunteer**, 12/2019 - 08/2020  
Psychological Centre "Doverie" ("Trust")

- Assisted with special events or programs.
- Supported engaging, fun and smooth-running events by helping with organization and planning.
- Volunteered with groups and organizations to help make measurable differences for program recipients.

 Toronto, ON M2J 5G3

 1-647-384-7654

 arinak1017@gmail.com

## SKILLS

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- Client Consulting
- Payment Processing
- Following Supervisor Instructions
- Adaptable and Flexible
- Responsible and Trustworthy

## LANGUAGES

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- English C1
- Russian C2