

Carissa Cho

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Highlights of Qualifications

- Bilingual, fluent in English and Cantonese
- Excellent Eye for detail
- Positive attitude and a strong work ethic to achieve goals
- Strong communication skills
- Solid experience in defining and analyzing customer requests to resolve issues accurately and quickly
- Exceptional listening skills to get the job done properly.
- Adept at solving complex problems by utilizing a combination of research, creativity, and critical thinking
- Utilizes effective time and communication management skills in order to complete projects efficiently with ease
- Noteworthy at dealing with conflict and irate clients

Volunteer Experience/ Work Experience

Cash Office (No Frills)	November 21, 2022-Present
<ul style="list-style-type: none">• Sort and file paperwork to the appropriate associates.• Check deposits for the bank• Checks and balances of store cash.• Create disbursements for deposits and loaned money.	
Cashier (No Frills)	September 19, 2019-Present
<ul style="list-style-type: none">• Resolving customer issues and answering questions• Facilitating money transactions for clients• Providing a positive customer experience• Keeping the register area neat and stocked with essential supplies• Assisting with shelf-stocking, clean up, and displays	
Event Preparation Team Member (York University)	August 2018 and 2019
<ul style="list-style-type: none">• Working as team to setup and dismantle chair and table in a timely, safe and efficient manner	

Education/ Licences

Computer Programming and Anylsis(AdvDip) Seneca College	2022- Present
Environmental Management (BES) York University	2016- 2021
General Education Development (GED) Markham District High School	2012-2016

Additional Skills & Information

- Adept at virtual and physical content creation.
- Open to adapting work shifts.

References Available Upon Request