

Cathy-Colette Tanya

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Highlights of Qualifications

- Pharmaceutical Chemistry graduate at University of Ontario Institute of Technology
- Excellent leadership, communication and interpersonal skills proven through class projects and volunteer experience
- Experienced user of Microsoft Office Suite to create effective documents, reports and presentations
- Positive and professional attitude accompanied by a strong work ethic

Education

UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY

SEPTEMBER 2014 – JUNE 2020

- Major: Chemistry

UNIVERSITY OF TORONTO

SEPTEMBER 2021 – NOVEMBER 2021

- Program: Full Stack Flex Front-Back End Development

Skills & Abilities

- Proficient in Microsoft Word, Excel and PowerPoint
- Energetic and enthusiastic
- Courteous and professional
- Excellent organizational skills

Work Experience

RESEPTIONIST, WHITBY SUBARU

JANUARY 2017 – FEBRUARY 2021

- Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- Answer, screen and forward any incoming phone calls while providing basic information when needed
- Processing customers information
- Preparing excel sheets

PHARMACY ASSISTANT, LOWBLAWS PHARMACY

AUGUST 2019 – JUNE 2021

- using computer systems to generate stock lists and labels
- ordering items
- receiving, loading, unloading deliveries
- pre-packing, assembling and labelling medicines
- referring problems or queries to the pharmacist

REGISTRATION CLERK, OAK VALLY HEALTH

FEBRUARY 2021 – JUNE 2021

- Registering patients for hospital visits
- Answering telephone
- Assisting with the flow of patients in the registration area

UNIT CLERK, OAK VALLY HEALTH

JUNE 2021 – CURRENTLY

- Registering patients for hospital visits
- Answering telephone
- Assisting with the flow of patients in the registration area

Organizations**PRESIDENT, Health Speaks**

SEPTEMBER 2018 – JUNE 2020

- Appointing and assisting the planning, organization and execution of tasks
- Ensuring everything runs smoothly in a time-efficient manner
- Ensuring budgets are met
- Establish a climate of enthusiasm, openness, and concern

VICE PRESIDENT OF RECORDS AND FINANCE, SIBRD

SEPTEMBER 2018 – JUNE 2020

- Generate a budget for each event
- Determine whether it is feasible and the most economical method
- Manages reimbursements for club expenses and direct payment of invoices
- Ensures compliance of accounting principles with other executives and members
- Completes and submits an annual financial report or budget