

CELSON KLOSOSKI

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PROFESSIONAL SUMMARY

Well-organized Junior Web Developer and Administrative Assistant bringing excellent multitasking abilities developed over two years of office administration experience and over three years of customer service experience. A very good team-player with expertise to learn quickly. Responsible, punctual and productive professional when working with little to no supervision.

SKILLS

- Friendly, reliable, organized;
- Good command of English;
- Portuguese Native-speaker;
- Spreadsheet Management;
- Troubleshoot;
- Multitasking;
- Teamwork;
- Microsoft Office;
- Office administration;
- Project Management;
- HTML;
- CSS;
- JavaScript;
- SQL;
- UI/UX;
- Microsoft Visio;
- Web Development;
- React.js;
- Angular.js;
- Vue.js;
- PHP;
- Database.

WORK EXPERIENCE

Retail Supervisor

Canadian Tire | Nov 2020 - Present

- Train and guide associates to maximize team performance.
- Coordinate merchandising of new products, including displays, signage and sales enablement.
- Assist customers by answering questions and fulfilling requests.
- Keep merchandise fresh by monitoring use of proper stock rotation procedures and setting up promotions to move out aging products.

Sales Associate

Canadian Tire | Feb 2019 - Oct 2020

- Provide exceptional customer service to foster client loyalty and satisfaction.
- Manage customer relations and customer service through daily communication and interaction.
- Communicate effectively with co-workers to maintain high-quality service.
- Maintain organized, presentable merchandise to drive continuous sales.

Administrative Assistant

ViajarMais Turismo & Intercâmbio | Jan 2017 - Dec 2018

- Managed payroll, transactions, invoicing and budgeting to decrease financial inconsistencies.
- Improved customer information collection and sales recordkeeping accuracy by implementing an organization software to keep the data organized.
- Responsible for assistance and visa application analysis.
- Daily interaction with customers and suppliers by email, phone and meetings.
- Assisted executive leaders in decision-making procedures by creating monthly reports to advise leaders on corrective actions and process improvements.

EDUCATION HIGHLIGHTS

BCIT (British Columbia Institute of Technology) - Vancouver, BC
Applied Web Development | Mar2020 - Apr 2021

Greystone College - Vancouver, BC
Customer Service Diploma | Jan 2019 - Dec 2019

FAE Business School - Curitiba, Brazil
Production Engineering | Jan 2018 - Dec 2018

Pontificia Universidade Católica do Paraná - Curitiba, Brazil
Mechatronics Engineering | Jan 2011 - Dec 2017