

Guillaume Robert

Halifax, Nova Scotia

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Education:

Dalhousie University

Halifax, Nova Scotia

Expected Graduation Year: Fall 2026

Currently pursuing Computer Science Degree

Skills:

- Developed social media content and managed various social media platforms.
- Assisted in planning and executing digital marketing campaigns.
- Engaged with followers and responded to inquiries and comments.
- Monitored and analyzed social media metrics to track the effectiveness of campaigns.
- Strong multitasking abilities in fast-paced environments, with a quick grasp of new processes.
- Proficient in extensive data entry with a high degree of accuracy.
- Excellent customer service, communication (written/oral), and interpersonal skills.
- Advanced knowledge of Microsoft Suite, particularly Word, Excel, and Outlook.
- Experience with databases and internet research.
- Familiarity with office equipment, including photocopiers, scanners, and fax machines.
- Ability to work effectively both independently and as part of a team.
- Strong problem-solving skills and good judgment.
- Keen attention to detail and ability to prioritize workload to meet deadlines.
- Excellent organizational skills and ability to maintain alpha/numerical filing systems.

Experience:

Database Management System Course Experience:

Course: Introduction to database management system

Institution: Dalhousie University

Duration: January 2023 - April 2023

Responsibilities:

- Database Design and Implementation
- Database Security and Access Control
- Database Maintenance and Administration
- Technical Skills in (SQL, NOSQL, MongoDB)
- Backup and Recovery

Sales Representative Volunteer Experience:

Organization: Mustard Seed International School

Position: Sales Representative Volunteer

Duration: April 2019 – November 2021

Responsibilities:

- Sales and Promotion
- Customer Relationship Management
- Data Entry and Reporting

Skills Developed:

- Sales and negotiation skills, including effective communication, active listening, and relationship building.
- Customer service and problem-solving abilities, ensuring customer satisfaction and addressing customer concerns.
- Teamwork and collaboration, working effectively with diverse groups of volunteers and staff members.
- Time management and organizational skills, multitasking between sales activities, event coordination, and data entry.
- Attention to detail, ensuring accurate record-keeping and reporting.

Office Administrative Assistant

Organization: The Africadian Empowerment Academy

Position: Office Administrative Assistant

Duration : June 2023 - August 2023

Responsibilities:

- Greeted and assisted visitors, providing a professional and friendly first point of contact.
- Managed incoming calls and emails, directing inquiries to appropriate personnel and handling routine communications.

- Maintained and organized office supplies and inventory, ensuring seamless office operations.
- Scheduled and coordinated appointments, meetings, and conference calls for team members.
- Prepared and distributed internal and external correspondence, such as memos, letters, and emails.
- Handled sensitive and confidential information with discretion and maintained data integrity.
- Assisted in the preparation of reports, presentations, and other documents as required.
- Managed travel arrangements, including booking flights, accommodations, and transportation.
- Handled expense reports and reimbursement processes for team members.
- Supported the onboarding process for new employees, facilitating orientation and paperwork.
- Assisted in organizing office events, celebrations, and team-building activities.

Skills:

- Excellent interpersonal and communication skills, both verbal and written.
- Proficient in using office software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Strong organizational abilities to manage schedules, appointments, and office supplies effectively.
- Attention to detail in handling administrative tasks and data entry.
- Ability to prioritize tasks and manage time efficiently to meet deadlines.
- Problem-solving skills to address day-to-day challenges in the office.
- Ability to work independently and as part of a team, fostering a collaborative work environment.
- Tech-savvy and comfortable using office equipment (e.g., printers, scanners, photocopiers).
- Demonstrated ability to maintain confidentiality and handle sensitive information with care.
- Adaptability to handle various responsibilities and thrive in a dynamic work environment.
- Proactive and eager to take on additional responsibilities to support the team's success.
- Customer service-oriented mindset, ensuring visitors and employees feel valued and supported.

Finance Admin Support

Organization: The Africadian Empowerment Academy

Position : Finance Admin Support

Duration : August 2023 – September 2023

Responsibilities:

- Accurately entered financial data into accounting systems, spreadsheets, and databases.

- Processed invoices, payments, and receipts, maintaining detailed records of transactions.
- Assisted in tracking and managing expenses, including employee reimbursements and company expenditures.
- Generated and prepared financial reports, statements, and summaries to support financial analysts.
- Verified and reconciled financial transactions with bank statements.
- Aided in the preparation of budgets and forecasts and monitored budgetary performance.
- Acted as a liaison with vendors and suppliers, resolving payment and billing inquiries.
- Maintained organized and up-to-date financial records, files, and documentation.
- Ensured compliance with relevant laws, regulations, and company policies in financial processes.
- Effectively communicated with internal teams and external parties regarding financial matters.
- Contributed to various financial projects and ad hoc tasks.

Skills:

- Proficient in using accounting software and financial tools, including QuickBooks, SAP, and Microsoft Excel.
- Strong attention to detail and numerical accuracy in data entry and calculations.
- Highly organized with the ability to manage multiple tasks and prioritize responsibilities effectively.
- Basic analytical skills to support financial analysis and reporting.
- Excellent written and verbal communication skills.
- Familiarity with accounting principles and terminology.
- Effective problem-solving capabilities for identifying and addressing financial issues.
- Efficient time management to meet deadlines and handle urgent tasks.
- Demonstrates discretion and maintains confidentiality when handling financial data.
- Collaborative team player with the ability to work effectively with colleagues across departments.
- Proactive and self-motivated, seeking opportunities to improve processes.
- Comfortable using various software and tools relevant to the role.
- Able to work in a busy, open office environment with an adjoining warehouse.
- Physically capable of lifting to 40lbs, standing for extended periods, and reaching various heights.
- Proficient in reading and data entry.
- Willing to undergo applicable background checks and provide confirmation of credentials.

References:

Name: Tomisin Ayoola

Organization: The Africadian Empowerment Academy

Relationship to you: Co-Worker

Phone Number: +1 (902) 399-6111

Email Address: admin@afRICAdIAN.org.

Name: Victor Ameh

Organization: Senior Consultant, Cloud First Advantage

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Name: Daniel Theo

Organization: Remote Inc

Relationship to you: Friend

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Name: Oyekola Elizabeth

Organization: Dalhousie University

Relationship to you: Colleague

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