

Ingrid Tufani

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PROFILE

Enthusiastic, eager to secure an entry-level role or any chance for skill enhancement and professional advancement. With a varied skill set and a new outlook, I am dedicated to making effective contributions to teams and organizations. Holding a valid and approved Open Work Permit issued by the Canadian government, I am excited to apply my skills and commitment in a professional environment to create a significant influence.

SKILLS & QUALIFICATIONS

Strong work ethic and adaptability | Ability to handle customers courteously and professionally | Efficient problem-solving to ensure customer satisfaction | Capacity to pinpoint challenges and implement efficient solutions | Robust organizational capabilities, skilled in prioritizing tasks, managing deadlines, and orchestrating multiple responsibilities to ensure the punctual completion of projects | Ability to adapt to rapid changes and remain calm under pressure.

PROFESSIONAL EXPERIENCE

Office Assistant

June 2012 – January 2024

Caldas & Dezotti

- Assisting clients.
- Ensuring the accuracy and comprehensibility of produced legal documents.
- Maintaining organized and up-to-date records of client cases.
- Facilitating quick and efficient access to necessary information.
- Conducting legal research to provide relevant and accurate information to clients.
- Acting as a liaison between clients and other parties involved.
- Ensuring effective and transparent communication among all stakeholders.
- Handling administrative tasks such as appointment scheduling and correspondence management.
- Guaranteeing a positive and seamless experience for clients in all interactions.

EDUCATION

Software Development Diploma

January 2024 -January 2026

Bow Valley College, Calgary, AB

LANGUAGES AND OTHER INTERESTS

Portuguese | English | Volunteer Work