

Contact

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Top Skills

Active Listening
Microsoft Office proficiency
Data management and organization

Certifications

Microsoft Certified: Azure
Fundamentals
Smart Serve Ontario
Microsoft Certified: Security,
Compliance, and Identity
Fundamentals
Digital Financial Skills Accelerator
(DFSA) Participant Badge

Jade Colmenar

Business Technology Management student at Toronto Metropolitan
University
Toronto, Ontario, Canada

Experience

Best Buy Canada

Sales Consultant

September 2024 - Present (3 months)

Toronto, Ontario, Canada

- build a connection with customers to find the right solutions for them
- work towards meeting personal sales goals, contributing to the overall success of the team
- knowledgeable about the latest tech products to help customers make informed decisions

Sharpe Industries

Administrative Assistant

October 2023 - September 2024 (1 year)

Toronto, Ontario, Canada

- Efficiently scanned and organized a high volume of documents in a timely and accurate manner
- Maintained compliance standards in client dealings/client files.

Toronto Metropolitan University

Covocation Student Staff

June 2024 - June 2024 (1 month)

Toronto, Ontario, Canada

- Assisted over 1,000 graduating students daily with gowning and regalia
- Directed graduates to appropriate lines and seating areas to ensure smooth procession
- Addressed and resolved student inquiries efficiently and courteously
- Collaborated with the convocation team to maintain a structured and organized event
- Demonstrated strong interpersonal and organizational skills in a high-volume, fast-paced environment

Chatime Canada

Tearista

June 2022 - September 2022 (4 months)

Toronto, Ontario, Canada

- Communicated with customers in a friendly manner using verbal communication skills to build stronger relationships, leading to increased retention rates
- Interacted with 100+ customers, while processing transactions efficiently and accurately in a fast-paced environment

Bath & Body Works

Sales Associate

November 2021 - December 2021 (2 months)

Toronto, Ontario, Canada

- Aided over 100 customers in identifying their needs through open-ended questioning techniques
- Managed and resolved customer complaints efficiently

Code Red Contracting

Bookkeeping Assistant

April 2021 - June 2021 (3 months)

Scarborough, ON

- Shadowed and collaborated weekly with co-founder using Excel to analyze, evaluate, and prepare financial records
- Updated and maintained accurate records for payroll and ongoing receipts, ensuring the integrity of financial documentation
- Innovated new ideas by assisting in problem-solving and finding a solution

Education

Toronto Metropolitan University

Bachelor of Commerce - BCom, Business Technology Management

· (September 2022 - May 2026)

St. Pope John Paul II

High School Diploma · (September 2018 - June 2022)