

JESSICA DITTRICH

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SUMMARY

A self motivated and organic problem solver with experience working in fast paced environments and dealing with high stress situations. Effectively manages time by prioritizing tasks and client requests. Has experience using multiple organizational apps such as Asana, Notion, Slack, Trello etc., and is eager to adapt to systems set up as well as refresh systems proficiently by observing the flow of work. A detail oriented individual with a standard of providing professionalism both in person and on paper.

TECHNICAL SKILLS

- Adobe Creative Cloud
- Asana
- Google Workspace
- Gravit Designer
- Mailchimp
- Microsoft Suite
- Notion
- PC and Mac Proficient
- Sage Accounting
- Slack

EXPERIENCE

Brookfield Global Integrated Solutions, Tenant Services Coordinator Dec 2022 - Present

• Working on a team providing project delivery and management services for commercial leased sites which includes tracking, scheduling, confirming completion of work, and ensuring payment is made. The main point of contact between the landlord and tenants where organization and communication skills are integral.

Voltech Fire Protection, Accounting Assistant Jun 2014 - Jan 2018, Jun 2019 - Dec 2022

• Ran the accounts receivable role for the company while assisting the Financial Controller. Duties included invoicing, tracking overdues, entering subcontractor invoices, client database maintenance, coordinating with the front office to ensure proper billing, and additional clerical tasks.
• While in school: manage time accordingly taking on tasks provided by the Financial Controller to assist with the above duties and ensure everything remains in order.

Tobimax Textiles, Project Manager Jun 2021 - Jan 2022

• Managed and helped build the Influencer Program which is a partnership with Influencers where garments are created by Tobimax and marketed by the Influencer. Set up systems and was the point of contact with the Influencer, communicated with the production team to ensure timeline was kept, and leaned on the Vice President for support when necessary.

Tobimax Textiles, Executive Assistant Oct 2019 - Sept 2021

• Directly worked with the Vice President to manage emails and timelines for all ongoing projects producing fabric or garments for clothing brand partners. Completed additional tasks as they were given which included contacting provincial health services during Covid-19 to be a provider of N95 masks (and others) when they were not easily available.

Sutton Select Property Management, Strata Manager Assistant Jan 2018 - Mar 2019

• Handled all resident and commercial communication for over 40 strata buildings. This included answering phone calls, responding to emails (same day), filtering issues to the appropriate persons, and producing building notices, bylaw infraction letters, and periodically registering liens on homes.
• Additionally, performed administrative duties for the rental portfolio of over 100 properties.

EDUCATION

University of Toronto SCS, Coding Bootcamp May 2022 - June 2022

Visual College of Art and Design, Graphic Design Diploma January 2013 - March 2014

Queen Elizabeth Secondary School, High School Diploma Class of 2011