

Carly Kowalski

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OBJECTIVE

I am an energetic, motivated, and conscientious worker who is looking for an interesting part-time job and is willing to take on any task with enthusiasm and commitment. I am a very well organized, goal orientated individual with excellent communication, and leadership skills. I have demonstrated leadership abilities and work well as a team player. Furthermore, I enjoy working independently as well as within a team environment. I am very eager to learn new skills, as well as improve my existing ones.

EDUCATION

Advanced Diploma:

Theatre Performance Program, Humber College, Toronto, Ontario

2010 – 2013

SKILLS

- Fluent user of various programs such as Windows, Microsoft Word, Power Point, and Excel
- Typing 40 wpm
- Punctual
- Excellent communication and writing skills
- Ability to multitask
- Smart Serve certified
- Full G licence

WORK EXPERIENCE

Retail Sales Rep/ Brand Ambassador, Match Marketing

Oct 2013- Present

- Educate the public on premium espresso brand, *Nespresso*
- Demonstrate *Nespresso* machines and give consumer free tastings
- Discuss quality of machine and product
- Engage in conversation about the consumer's lifestyle to ensure they are choosing the right machine for their home

Brand Ambassador, Free For All Marketing

May 2013-Dec 2013

- Promoted and sampled brands such as John Frieda and Crabbies Ginger Beer
- Provided consumers with key messaging on products
- Set up and tear down at various festivals
- Encouraged support of product through demonstration
- Filled out reports for office to communicate feedback about product from consumers

Team Lead/Promotional Rep, Starvox Entertainment

June 2013- Present

- Counted starting and finishing inventory of supplies
- Set up and took down portable booth
- Handed out flyers to general public
- Created excitement and awareness around event being promoted
- Informed people on the details of the event
- Oversaw group productivity and assigned breaks to other team members

Brand Ambassador, Magnet

June 2013- Present

- Attended events around the city of Toronto promoting different products such as Bodum, Dove Men, SPC, Strongbow, and Coors Light
- Interacted with potential customers by handing out flyers and educating them on the product being promoted
- Counted starting and closing inventory

Office Assistant, Humber College

May 2012- Sept 2012

- Communicated with students relaying important information for the upcoming semester
- Filed faculty addresses, student forms, health forms, information forms
- Culled old information from files
- Created Excel spreadsheets, mail labels for faculty and students
- General office cleaning
- Assisted coordinator of JUMP Theatre Program with contacting participants and parents to gather consent and information forms

Compensation Clerk, Health Canada

June – Sept 2011

- Filed new employment forms, health forms, confidential papers, and security forms into personnel files
- Culled old information from files
- Generated employee files into a database system using LiveLinks

Sales/Retention Clerk, Winnipeg Free Press

Sept 2007 – Aug 2011

- Placed sales calls to residents of Winnipeg and the surrounding areas
- Contacted clients regarding overdue accounts
- Ensured customer satisfaction with account adjustments
- Reported payment and delivery conflicts to district managers
- Set up customer accounts and payment information

INTERESTS

I enjoy going to watch live theatre as well as movies, reading, listening to music, and spending time with family and friends. My hobbies include acting, yoga, running, hiking, and nature walks. I also enjoy meeting people and appreciate new and different experiences.

REFERENCES AVAILABLE UPON REQUEST