Key Skills

|  |  |
| --- | --- |
| * Exceptional interpersonal skills * Excellent customer service skills * People person * Extremely organized * Experience within the customer service industry * Superior communication skills | * Ability to ensure great customer service including: greeting and acknowledging every customer, solid product knowledge * Very friendly * Exceedingly high energy * Very responsible |

Education

**Georgetown District High School –** September 2006-June 2010

**Sheridan College, Hazel McCallion Campus –** September 2011-2013

* Business Administration and Human Resources

Achievements

* Registered in First Aid and CPR
* Accomplished substantial amounts of fundraising, and completed the *Sears Kids Cancer Run* and *CIBC Run for the Cure*
* Acquired Smart Serve Card.
* RIBO Acquired – Licensed Insurance Representative

Work Experience

**Iris Blu**   
*October 2014 – Present*

* Brand Ambassador – Working in high

profile events for contract jobs promoting for reputable brands. Travelling to various locations to greet guests, hand out samples and socialize with attendees.

**The Co-Operators Insurance**   
*June 2013 – Present*

* Licensed Insurance Representative –

Providing excellent customer service speaking directly to our clients in a timely, professional manner over the phone.

**Symposium Cafe**  
*April 2012 – June 2013*

* Server – Customer service, attending all tables assigned in a timely fashion, use of computer systems, ensuring all orders are dealt with effectively and efficiently, exceptional product knowledge including the menus and promotional deals, dealing with cash money, debit and credit transactions, keeping the customers completely satisfied with their dining experience.

**Buffalo Wild Wings**  
*November 2011 – April 2012*

* Server – *see above duties*

**Walkers Fish Market**  
*August 2011 – November 2011*

* Hostess/Oyster Shucker – Customer service, greeting and seating customers to their table, occasionally assisting in serving food to the customers, answering phones and making reservations, shucking oysters to a busy crowd of people, working in stressful and busy situations, keeping the work area clean and organized.

**Grey Stone Golf Course***April 2011 – August 2011*

* Turf Maintenance – Operating related equipment, keeping the grounds and maintenance area in a neat and orderly condition, cleaning golf course facilities, and required to work a varied schedule including: early mornings, weekends and holidays.

**Metro**   
*September 2010 – April 2011*

* Cashier - Ensuring each customer receives outstanding service by providing a friendly environment, maintaining clean and orderly checkout areas, bag, box, wrap, and gift-wrap merchandise, working with cash, interact and credit transactions.

Volunteer Experience

**Sears Kids Cancer Run** - *September 2011*

I participated in many fundraising events with my relay team, and with the actual run which donate thousands of dollars towards fighting children’s cancer.

**Salvation Army** – *December 2012*

I participated in delivering food hampers – some accompanied with toys, to those less fortunate through the Salvation Army a few days before Christmas. The people we delivered to were able to provide their families with a warm Christmas dinner and some toys for their children.

**Sheridan Student Union** – *January 2011*

I was an avid volunteer with my college’s student union. I was assisting in putting together and running some events that they had hosted at my campus as well as other Sheridan campus’.

References Available Upon Request