



QUALIFICATIONS

- Fully bilingual in English and French with adept verbal communication skills and an openness to lead presentations
- Advanced proficiency in the following applications and coding languages: Excel, Word, Powerpoint, Javascript, HTML5, CSS3, React SQL and Bootstrap
- Skilled in summarizing and communicating detailed business analyses into clear, concise briefing documents for informed decision-making.
- Strong relationship management skills and ability to interact with stakeholders and clients effectively



PROFESSIONAL EXPERIENCE

Medical Supplies Representative

May. 2024 – Present

Respect Rx Pharmacy Head Office

- Accurately completed and managed documentation required for third-party payers in compliance with regulatory standards.
- Precisely processed billing transactions using integrated inventory management software.
- Proactively monitored and followed up on payment application statuses to ensure timely resolution.
- Maintained a high standard of public service through clear, professional communication with stakeholders, clients, and government agencies.

Invoice Clerk

Feb. 2022 – May. 2024

Healthy Planet Canada

- Monitors stock control systems and process specific purchase orders for vendors to replenish inventory.
- Review invoices prior to approval from the Finance Department.
- Collaborate with vendors and internal teams to resolve invoice discrepancies promptly and efficiently.
- Provide clerical support by organizing and maintaining record and facilitating smooth workflow processes.

Public Health Clerk

Jan.2021– Sep. 2021

City of Ottawa - Public Health

- Maintained a courteous liaison with the general public attending community and school-based clinics by answering questions.
- Performed record-keeping duties, data entry and scheduled appointments.

- Directed the general public within facilities on proper health and safety protocols at community workshops.

Sales Associate/Inventory Clerk

Mar. 2021 – Jun. 2021

Home Depot

- Greeted customers and responded to questions by ensuring consistent and strong customer service.
- Transported warehouse items to the shelves and organized products by number, size, color and quantity requirements.
- Picked, organized and verified orders for pick-up.



EDUCATION

Bachelor of Technology in Business Systems Development |

Algonquin College

Sep. 2022 – Present

- Deep dive into both foundational and advanced programming concepts.
- Designing and implementing diverse mobile applications.
- Managing IT projects, focusing on planning, execution, and resource management.
- Applying advanced techniques in business analytics and intelligence to derive actionable insights from data.
- Understand enterprise system architecture and integration, including the use of SAP, vital for streamlining business processes.

Javascript Front End Developer Bootcamp | Lighthouse Labs

Feb - Apr. 2023

- Hands-on experience in HTML and CSS to build and style web pages.
- Review data types, functions, and loops, and then advances to jQuery intending to add interactivity to websites.
- Use of APIs and AJAX for dynamic data retrieval and updates to create responsive, data-driven web applications.
- Project based learning through the deployment of a dynamic web page.



VOLUNTEERING

Assistant Program Coordinator | Run For the Horn Charity event

Jul. 2019

- Organized layout of a marathon with over 100 participants.
- Printed marketing material for advertising purposes.
- Operated a food stand for sale of refreshments.

Assistant Program Coordinator |

Gloucester Cumberland Basketball Association

Jul. 2017-Mar. 2020

- Assisted as a referee and managed the scoresheet as well as the scoreboard for numerous games.
- Helped in organizing local tournaments and provided guidance to parents regarding the locations of various gymnasiums for tournament matches.