

# BEN ANTHONY MINERVINO

Vaughan, ON | (647) 299-6274 | [baminervino@hotmail.com](mailto:baminervino@hotmail.com)

## HIGHLIGHTS AND QUALIFICATIONS

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- Proficient in HTML, CSS, & JavaScript
- Experience with React.Js
- Proficient in Microsoft Office
- Hard-Working, Determined & Ambitious
- Proficient in Python & Pandas
- Client Relations & Management
- Project Management
- Adaptability & Quick Learning

## WORK EXPERIENCE

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### L. MINERVINI PROFESSIONAL CORPORATION

*Administrative Assistant & Law Clerk*

**March 2017 – Present**

- Enhanced brand visibility by designing branding materials.
- Efficiently managed a client database of over 3,000 records, ensuring data accuracy and confidentiality.

### NATURAL VISIONS LANDSCAPING

*CEO | Founder*

**May 2022 – September 2024**

- Established a recognized brand through strategic marketing techniques.
- Achieved a 300% sales increase from the first to the second year.
- Secured a \$3,000 startup grant from the City of Vaughan.

### VIVIDSHOTS IMAGING

*CEO | Founder*

**November 2023 – February 2024**

- Built a network of local business and real estate contacts to drive growth.
- Delivered high-quality real estate photography services, including shooting and refining images for commercial and residential clients.

### ALARM GUARD SECURITY SERVICES INC.

*Sales & Account Representative*

**October 2023 – November 2023**

- Developed and sustained strong relationships with customers.
- Consistently ranked as a top performer within the sales team.
- Specialized in direct client acquisition.

### T & F SALES

*Product Merchandiser*

**November 2022 – April 2023**

- Maintained effective B2B relationships, facilitating operations between suppliers and retail partners.
- Oversaw product management for four brands across Ontario.

## EDUCATION

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### TED ROGERS SCHOOL OF MANAGEMENT – TORONTO METROPOLITAN UNIVERSITY

*Current Business Technology Management (BComm) Student*

**September 2021 – Present**

- Received a \$2,000 entrance scholarship

### EMILY CARR SECONDARY SCHOOL

*Ontario Secondary School Honours Diploma*

**September 2017 – June 2021**

- Received 'High Honours' awards for 11th & 12th grade

**\*REFERENCES AVAILABLE UPON REQUEST\***