

BEN ANTHONY MINERVINO

Vaughan, ON | (647) 299-6274 | baminervino@hotmail.com | www.bminervino.ca

KEY SKILLS

- Time Management & Organizational Skills
- Strong Leadership Skills
- Project Management
- Hard-Working, Determined & Ambitious
- Frontend Web Design & Development
- Creative Problem-Solving
- Adaptable & Quick Learner
- Proficient in Microsoft Office
- Skills in Python (Pandas), HTML, and CSS
- Data Analysis & Visualization through Tableau

WORK EXPERIENCE

L. MINERVINI PROFESSIONAL CORPORATION

Administrative Assistant & Law Clerk

March 2017 – Present

- Optimized administrative processes and improved the efficiency of a client database of over 3,000 records while ensuring data confidentiality.
- Enhanced system performance through regular maintenance and upgrades of office computer systems.
- Configured and maintained file-sharing networks, improving accessibility of records.

NATURAL VISIONS LANDSCAPING

CEO | Founder

May 2022 – September 2024

- Drove a 300% revenue increase within the first two years.
- Successfully managed operations, budgeting, and customer acquisition; achieving consistent growth.
- Secured a \$3,000 startup grant from the City of Vaughan by presenting a comprehensive business plan.
- Recruited and managed a team, creating a positive work environment, and ensuring high performance across all projects.

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

- Consistently ranked as a top performer by achieving and exceeding sales targets.
- Strengthened client relationships through personalized service, resulting in higher customer satisfaction.
- Specialized in direct client acquisition, enhancing customer onboarding processes.

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.

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EDUCATION

TED ROGERS SCHOOL OF MANAGEMENT - TORONTO METROPOLITAN UNIVERSITY

September 2021 - Present

Current Business Technology Management (BComm) Student

- Was awarded a \$2,000 entrance scholarship

EMILY CARR SECONDARY SCHOOL

September 2017 - June 2021

Ontario Secondary School Honours Diploma

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

REFERENCES AVAILABLE UPON REQUEST