BEN ANTHONY MINERVINO

Vaughan, ON | (999) 999-9999 | bminervino@torontomu.ca

HIGHLIGHTS AND QUALIFICATIONS

- 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

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   **May 2022 - September 2024**
CEO | Founder
- 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   **November 2023 - February 2024**
CEO | Founder
- 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   **November 2022 - April 2023**
Product Merchandiser
- Maintained effective B2B relationships, facilitating operations between suppliers and retail partners.
- Oversaw product management for four brands across Ontario.

EDUCATION

TED ROGERS SCHOOL OF MANAGEMENT - TORONTO METROPOLITAN UNIVERSITY   **September 2021 - Present**
Current Business Technology Management (BComm) Student
- Received 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