

Danielle-Nustrat Collison

753 Halbert Dr., Shelburne, Ontario L9V3S3

(437) 991-7959 | danjun04@gmail.com

Objective

I am a highschool student looking for experience in office administration

Education

September 2018 - Present | Centre Dufferin District High School

Secondary School Diploma

Shelburne, Ontario

Courses of Concentration

Grade 9-10

- Math
- English
- Science

Grade 11

- Math
- English
- Biology
- Cooperative Education

395 hours at Rise Physio and Wellness as a Physiotherapist Assistant

Grade 12

- English
- Personal and Group Fitness

Academic Accomplishments

Honor Roll Student

- Grade 7-11

Expected Graduation

June 2022

Work Experience

January 2021 - Present | Receptionist | Rise Physio & Wellness

Shelburne, Ontario

- Accepted payments
- Maintained cleanliness of the clinic
- Scheduled appointments
- Received clients in person and over the phone

Skills and Abilities

Communication Skills

Respectful when in conversation with others, remaining calm in difficult situations and is educated in good conversational manner through religious education. Asks appropriate questions.

Team Work

Solid ability to work with others, cooperating with team members. Listens to other solutions to situations.

Organizational/Decision Making Skills

Keeps surrounding areas neat and clear in order to maintain a safe work space. Problem solver, looking for help when necessary and can prioritize tasks skillfully.

Working Independently

Able to find solutions to problems independently, and finishes work quickly even when distractions may occur.

Digital Technology

Open to using new programs or software, and does so with ease. Familiar with scheduling programs, Google Docs, Microsoft Word, Powerpoint, Google Sides

Extra-Curricular

September 2016 - June 2017 | Middle School Basketball Team

- Won OFSAA Gold medal in girls basketball (2017)

September 2017 - June 2018 | Track and Field Team

- Participated in relay

September 2017 - Present | One Voice One Team

- Participated in workshop activities and engaged in team building trips

September 2021 - Present | Black Chapter Equity Group

- Lead workshops to promote Black culture and empowerment

Volunteer Experience

March 2015 - Present | Jehovah's Witnesses

Religious Volunteer Work

Shelburne, Ontario

Interacting with many people on first encounter, enjoy lengthy conversations, and comfortability talking to new people

Achievements

June 2018 | Academic Honors Award

- Graduated with honors 2017-2018 school year

Danielle-Nustrat Collison

References

Available upon request

Nathan Betts, President

FTCM

(416) 525-4625

nathanftcm@gmail.com

Betty Drozdowski, Hair Dresser

Cabelo

(519) 217-4602

cbkn2000@gmail.com

Kathy Thompson, Physiotherapist

Rise Physio and Wellness

(647) 407-8530

kathy@risept.ca