**Objective:**

Information Systems Specialist with an extensive knowledge of Security and Cloud computing; available to provide accurate and efficient IT services.

**Highlights of Qualifications:**

* Troubleshooting – assessing and identifying problems; making necessary repairs
* Adapting on the fly, making changes or modifications to get the job done; finding new and creative ways to accomplish tasks
* Exceeding expectations and meeting deadlines
* Excellent verbal and written communication
* Ability to collaborate with others to achieve a mutual goal

**Work Experience:**

**Manager** Stella’s Lunch Box, Toronto, ON 2013-2020

* Established and retained customer loyalty by fostering a positive work culture and creating exceptional customer experiences
* Motivated team and drove sales by inspiring others
* Trained new employees and assessed performance
* Facilitated the initial startup and development of business

**Office Administrator**  Leo J. Dillon Professional Corp. Toronto, ON 2009-2010

* Facilitated pre-screening meetings with potential clients
* Deescalated client concerns via telephone or in person
* Attended clerical duties such as filing, sorting, and distributing mail

**Education:**

* **Information Systems Specialist Program,** Eastern Academy, St. John’s, NL 2023

**Professional References**

**Mr. Nobody**

Head of Human Resources

Pretendmart

St. John’s. Newfoundland  
(709)-709-7097

**Ms. Nobody**CEO  
Nothing Inc.  
St. John’s, Newfoundland

(709)709-7097  
  
**Sir Nobody**

Head Mechanic

Breaks and Stuff

St. John’s, NL  
(709)709-7097