

Robin Lake

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780-729-7093

Education

Graduated May

2016

University of Alberta, School of Business

Bachelor of Commerce

Major in Accounting

Courses including financial and managerial accounting, finance, management information systems, and strategic management

Skills

Proficient with all Microsoft Office applications, as well as QuickBooks, Quicken

Experience operating computerized cash registers

Organized independent renovation projects

Practiced at providing exceptional customer service

Familiarity with warehouse practices and environment

High speed and fidelity transcribing computerized data

Employment

Self-Employed:

April 2015 -

present

Organized renovation of a local rental property

Coordinated arrival of new tenants and maintained positive relationships

Family Real-estate Business:

May 2009-

present

Organized assorted property management projects including painting, cleaning, moving, concrete demolition, patio laying, tiling, and bookkeeping using QuickBooks

Warehouse Personnel: Derks Fine Group of Companies

May - October 2013;

May - September

2014

Managed wholesale order inspection process

Coordinated picking and pulling of orders

Operated computer inventory database

Painter, Data Entry: Turreco properties

April 2010 -

August 2012

Independently executed contract painting and renovations

Sales Associate: Hudson's Bay Company

May -

November 2011

Delivered personalized customer service

Executed point-of-sale transactions

Handled cash and managed deposits