

REMEDIOS MENESES

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JOB OBJECTIVE: To obtain a challenging position in the field of Information Technology.

SUMMARY OF QUALIFICATIONS

- A graduate in Software Engineering for 2 years at Centennial College.
- Four years of study in Civil Engineering.
- Proficient in Microsoft Word, Excel, PowerPoint, keyboarding and data entry.
- Ability to analyze and solve problems. Fast-learner, patient and attentive listener.
- Strong, independent and developed leadership skills.
- Easily adaptable to different environments and work situations.

RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

Doctor's Secretary

March 2018 – May 2018

Dr. Michael Fplug Office, Scarborough ON

- Proofread Doctor's notes for 10-12 patients daily to reduce delays and misunderstandings with pharmacy workers, our office, and patients.
- Input patients' chart information into the computer in an organized manner.
- Filed client files to allow for easy access to patient information, resulting in better time management.
- Arranged appointments between patients, hospitals, and the laboratory to avoid confusion and delays.
- Communicated with 30+ patients per day using interpersonal skills; recognized by patients as being "nice, approachable, and a fast-learner"
- Rewarded a three-digit cash bonus by the Doctor for being a very good employee, hardworking, and a fast-learner; Given a letter of recommendation by the Doctor for future job hunting.

Service Crew

Nov. 2017 – January 2018

Five Guys Burger, Edmonton AB

- Worked as a team member and communicated with other members and leaders with good interpersonal skills.
- Consistently arrived at work earlier than expected, and was recognized as punctual and reliable
- Ability to work in a fast-paced environment in an assembly line, and gave the customer a satisfying visit.

Night-Shift Person

Nov. 2017 – January 2018

Tim Hortons, Edmonton AB

- Performed all the duties of a Cashier, Sandwich Bar Person, Baker, Drive-Thru Worker and Supervisor using flexibility and multi-tasking skills.
- Communicated with approximately 50 customers per night with excellent customer service skills.
- Recognized by manager as a hardworking, loyal person and identified by co-workers as being friendly.

Cashier – Makeup Associate
SaleEvent.ca, Scarborough ON

Mar. 2016 – Nov. 2016

- Advertised make-up products to 80+ customers daily in a polite and friendly manner; resulted in more sales to the company and referred to as an “excellent worker” by the customers.
- Assigned as a cashier and managed to assist around 70 – 80 customers a day, which helped the team move smoothly.

Assembly Line Member
Nowpac Inc., Scarborough ON

Feb. 2012 – Dec. 2015

- Cooperated as a team member in an assembly line, packing products in a fast and efficient manner.
- Familiarized in package manufacturing in different roles and areas of duties that gave me the knowledge of doing the job efficiently.
- Handled machine operated roles, which enhanced my ability to work fast and safely. Assisted the team leader with roles of duty to meet deadlines.

Bagel Bar – Cashier
Tim Hortons, Scarborough ON

May 2012 – April 2013

- Assisted approximately 100 people a day and acknowledged as a friendly employee
- Assigned to train newly hired employees in a span of 3 days per person to be knowledgeable of all the duties and responsibilities.
- Performed duties of multiple employees in a multi-tasking way and recognized as “hard working and reliable” by the staff and superiors.

Cashier - Bartender
Bistro Manila Restaurant, Scarborough ON

May 2010 – Nov. 2011

- Balanced account receivables and payable daily without error; given a cash bonus due to accuracy.
- Made sure of the cleanliness and orderliness of the whole area using organizational skills appreciated by management and customers; Performed health and safety policies for the benefit of all.
- Provided an excellent customer service skill that increased company's profit by 10%.

Live-in Caregiver
Scarborough ON

Apr. 2008 – Apr. 2010

- Cared for elderly patient including meal preparation, personal hygiene and bathroom needs, patient lifting, vitals recording and administered medication according to prescription schedule. Rewarded bonus by the employer for being a reliable and hard worker.

EDUCATION AND TRAINING

Software Engineering – Centennial College

January 2020 – Present

International Computer Driving License

Sep. 2019 – Dec. 2019

Bachelor of Science in Civil Engineering
Technological Institute of the Philippines, Manila Philippines

Jun. 2017 – April 2001

