

# SALLY DO

Self-motivated and goal-orientated looking to lift others and give back to my community through high intention, sincere effort, intelligent execution, and a heck of an impeccable attitude.

## SKILLS SUMMARY:

- Providing valuable customer service experiences through patience – asking questions to learn the client's needs, offering multiple solutions in products/services through deep company knowledge, keeping in mind store targets and protocols
- Curating environments conducive to nurturing learn-through-experimenting, play, innovation, and collaboration, resulting in developmental growth and positive relationships between students and teachers.

## CERTIFICATIONS

### **Standard First Aid CPR "C" & AED**

2022/10 ProSafe First Aid

### **Proserve**

2020/09 Alberta Gaming and Liquor Commission

### **Food and Safety Handling Certification**

2016/06 Food Handling and Safety

## EDUCATION:

### **Web Design: Figma to Webflow to Freelance**

Awwwards Online Course

2022-11 - Current

### **Junior Full Stack Web Developer**

EvolveU, Calgary, AB

2019-10 – 2020-04

### **Childcare Development Assistant Certificate 2016**

Government of Alberta, Calgary, AB

2016-06 – 2016-12

### **Open Studies**

University of Calgary, Calgary, AB

2014-09 – 2016-06

### **High School Diploma**

Father Lacombe High School, Calgary, AB

2009-09 – 2012-06

## PROFESSIONAL EXPERIENCE:

### *Early Childhood Educator*

**Private Education, Calgary, AB 2018-09 - Current**

**KIDSU, Calgary, AB 2018-02 - 2018-08**

**KIDS & COMPANY, Calgary, AB 2016-06 - 2017-12**

- Assisting the opening of our site with administrative office sorting, organizing, and filing, facilitating organizational practices of documents and policies
- Trained four teacher assistances during period of company expansion to ensure attention to detail and adherence to company values
- Follow and update records in correlation to strict policies
- Prepared, typed and emailed specific documentation report of each student to parents five times a week
- Planned, organized, and executed engaging curriculum with meaningful lessons based off the strengths and interests of the students leading to vigorous involvement of classroom
- Worked collaboratively and effectively with other facilitators receiving continuous excellent rapport and feedback from audit performers, parents, and the students

## **Personal Info**



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Calgary, AB

## **Technical Skills**



Computer-savvy



Critical / Systems Thinking



MS Word and Outlook



Educational Leadership



Curriculum Development



Verbal/Written Communication



Teaching Through Play



Classroom Coordinator

## **Soft Skills**



solution-oriented



organization and prioritization



energetically enthusiastic



fast learner and time-efficient



analytical thinking and planning



tolerant and flexible



collaborative team player



open-minded

### *Hospitality*

**LOCAL PUBLIC EATERY, Calgary, AB 2022-03 – 2022-08**  
**OLD SPAGHETTI FACTORY, Calgary, AB 2017-08 - 2018-02**  
**DENNYS, Calgary, AB 2015-03 – 2016-06**

- Scheduled reservations and company bookings for managers ensuring organized flow of service
- Prioritized customer quality experience through genuine conversation and service receiving multiple positive feedback surveys from customers
- Skillfully presented promotions and proposed additional items when collecting orders, driving sales increases in overall service
- Maintained utmost discretion when dealing with sensitive cases
- Greeted visitors and determined with whom they could speak with specific individuals

### *Customer Service, Sales Associate*

**OLD NAVY 2013-03 – 2014-12**

- People-oriented providing assistance in finding needs ensuring they leave with a friendly experience and satisfied
- Self-motivated and well-versed in product knowledge collaborating with team to execute assigned tasks
- Adept at answering telephone calls and processing transactions at proficient speeds

### **VOLUNTEER EXPERIENCE:**

#### *Tried and True Jiu Jitsu Kids Tournament*

-Facilitated in the organization of my community's kids' tournament, guiding and coaching my team and helping parents and children find their matches

#### *YMCA Youth and Child Minding*

-Responsible and creative, I spent time playing and engaging children with fun activities while parents used the YMCA facilities

#### *Drop-In Centre Soup Kitchen*

-Prepared and served an abundance of food and compassion for the individuals of the drop-in centre

#### *Unified MMA Canada*

-Volunteered twice as a ticket booth coordinator facilitating a smooth experience into the event and helping with the disassembling of the event at the end of the night