

SIMRAN SHERGILL

CONTACT

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EDUCATION

WP. Wagner High School Diploma September 2021 - June 2024

- Conducting and managing a series of events.
- Participating in events to volunteer on a monthly basis+collecting donations.

Northern Alberta Institute of Technology January 2025 - Present

- Student - Culinary Arts, Meat Fabrication, Baking & Pastry, Business & Health & Safety - Diploma
- Food Safety Certificate & WHIMS Training

Languages:

- English
- Punjabi

Availability:

Part time
Full time

EXPERIENCE

Shergill Transport Services - Receptionist Edmonton, AB - November 2022 - Present

- Organize mail and general documentation Handle incoming and outgoing correspondence Manage office calendars, book in loads, answering phone calls and schedules

Taste Of Edmonton - Volunteer - Tidy up/ Ticket seller Edmonton, AB - July, 2025 (17,19,20,22,26 & 27 position)

- Maintained cleanliness of event area.
- Operated terminal machine to sell tickets to customers.
- Assisting customers with directions to specific areas.

Edmonton Food Bank - Volunteer Edmonton, AB - Present

- Assisted in sorting and labeling food and hygiene items for distribution.
- Collaborated with delivery drivers to load and unload boxes at various locations.
- Carried and organized food items according to staff instructions.

SKILLS

- Persuasive - Satisfy customers regarding service/products with compelling facts.
- Customer Service - Focus on assisting/guiding customers effectively. Cash & terminal machine.
- Handling - Ensuring accurate transactions and maintaining cash integrity.
- Product Knowledge - Give a detailed, simple brief of products.
- Organizational - Maintain/create records in an organized way.
- Adaptable to new technology - Able to learn new computer systems.
- Directional - Direct/manage co-workers to attend customers or host an event.
- Collaborative - Work with colleagues and new people on assignments/daily duties.
- Assistive - Able to handle customer conflict and concerns.