

Sage Satsavia

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To obtain a full-time position, so I can gain valuable work experience, develop my skills as an individual, and demonstrate my skills to the best of my abilities.

HIGHLIGHTS OF QUALIFICATIONS

- Able to deal effectively with all levels of individuals.
- Strong teamwork ethics, well-honed sense of urgency, able to take initiative, passionate about people and results.
- Multi-lingual (Punjabi, Hindi, English)
- Enjoy working as a team member and independently.
- Continuous learner and time-oriented
- Exceptional time management skills and attention to detail

Education

- Seneca College – Computer Programming– September 2023 – current

Work Experience

SDV Consulting Inc – Receptionist (Part-time)

June 2021 – December 2021

- Exceptional people skills aimed at providing the highest quality of customer service.
- Skilled in multi-tasking abilities
- Received inbound phone calls in the busy retail environment while still serving customers.
- Excellent work ethic and responsibility
- Answer telephones, open and log mail, meet and greet visitors.
- Responded to email inquiries from clients and employees.
- Scheduled interviews with hiring managers and candidates
- Planed and managed in-house events with the help of senior management

Certifications

- Smart Serve
- Emergency First Aid