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VITA TRAN

PROFESSIONAL SUMMARY

A collaborative team player, I excel in fostering positive working relationships. My strong analytical skills and keen attention to detail empowers me to analyze complex situations, identify key issues, and implement effective solutions. I am dedicated to staying updated on industry trends, especially in the tech field, and continually enhancing my skill set to uphold my value as a proactive professional.

EXPERIENCE

Service Canada, Edmonton AB – *Integrity Services Officer*

AUGUST 2018 – NOVEMBER 2018 (CONTRACT)

- Initiated inspections on employers and businesses through phone calls and documentation
- Reviewed and managed confidential documentation
- Responded to telephone inquiries; answered employer's questions regarding the inspection and/or inspection process

SportChek, Edmonton AB – *Sales Associate*

AUGUST 2020 – PRESENT

- Practiced effective communication with customers and coworkers to resolve conflicts and provide optimal support.
- Promoted reward programs and drove sales through the engagement of customers and sharing product knowledge for the overall satisfaction of the customer's shopping experience
- Drive sales through engagement of customers and sharing product knowledge

Winners TJX Canada, Edmonton AB – *Jewelry Sales Associate*

DECEMBER 2017 – DECEMBER 2018

- Operating cash registers and answering questions about products, services, and policies
- Arranged jewelry displays in an orderly and accurate manner whilst replenishing stock as necessary
- Greet shoppers or callers and handling their inquiries

EDUCATION

Northern Alberta Institute of Technology, Edmonton AB – *Computer Software Development*

JANUARY 2022 – CURRENT

MacEwan University, Edmonton AB – *Bachelor of Arts*

JANUARY 2019 – SEPTEMBER 2020

McNally High School, Edmonton AB – *High School Diploma*

SEPTEMBER 2014 – JUNE 2017