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To obtain an entry level position with a progressive company, where my experience, coupled with the drive and desire to succeed will be of mutual benefit.

## Skills Profile

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- Strong written and oral communication skills in both English and Spanish
- Slightly fluent in French, and studying Italian
- Proficient using a variety of computer software (e.g., AutoCAD design software, Revit, Photoshop, Illustrator and Microsoft Office Suite)
- Excellent interpersonal, teamwork and leadership skills
- Self assured, diligent and reliable
- Quick to learn new skills
- Good organizational and time management skills

## Education

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- Diploma in Architectural Technology Sep 2012 – Present  
*Sheridan College; Brampton, Ontario*
- Completed Architectural Technician Diploma (2 Years)
  - Enrolled in third Year, Sixth Semester
- Explore Program Jul 2012  
*Centre Linguistique du Collège de Jonquière; Saguenay, Quebec*
- Extended my knowledge in French
- Ontario Secondary School Diploma Sep 2011 – Jun 2012  
*Bishop Reding Secondary School; Milton, Canada*
- Completed high school Diploma

## Work Experience

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- GAP Store** October 2014 – Present  
*Tanger Outlet mall; Kanata, Ontario & Square One; Mississauga, Ontario*
- Part-Time Sales associate
  - Enjoy being part of a team environment
  - Utilize available Gap Brand resources, including GapCard and store promotions and

training, to create sales and build customer relationships.

- Contribute to a positive work environment by consistently treating all Gap Brand employees and customers with respect
- Completes floor replenishment and shipment as needed to ensure customer satisfaction and size availability

### **iConnect**

November 2013 – September 2014

*Milton Mall; Milton Ontario*

- Part-Time Apple Specialist
- In charge of entering sales, balancing transactions
- Maintaining customer information, and keeping files up to date
- Attentively greeting customers as they come in, and providing exceptional service

### **Subway**

July 2013 – August 2014

*Toronto Premium Outlets; Halton, Ontario & Milton Walmart Plaza; Milton Ontario*

While working at Subway we had to take orders from our customers, and serve them in a fast and efficient manner with no mistakes. It was a fast pace work environment, however everyone carried a portion of the weight and being a team player was how I became successful in my role at Subway.

- Part-Time Cashier/Team leader
- Counting the tills at the end of the night, balancing the till
- Cleaning the kitchen and front line to meet food inspection regulations
- Working together with everyone to get things done

## **Volunteer Experience**

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### **The Village of Erin Meadows**

Aug 2010 – May 2012

*Mississauga, ON*

- Cleaning and Writing in Whiteboard
- Playing games with the Elderly
- Doing Arts and Crafts for the Elderly
- Proactively meet the needs of the elderly, and help assist with day to day activities

### **St. Michael's Hospital**

Sep 2009 – Jun 2012

*Toronto, ON*

- Completed day to day duties of a receptionist
- Filing Paperwork, completing fax's, and organizing the whole check-in desk to make patient assistance quick and efficient
- Delivering the highest quality customer service by greeting patients and attending to their every need, making follow up and reminder phone calls, and organizing future dates for the patients and doctors.

**References Available Upon Request**