**OBJECTIVE**

To obtain employment where I can utilize my interpersonal skills and develop new skills to help me in my future career endeavors.

**PROFILE**

* Works very well independently and also in a team environment
* Punctual, dependable, reliable and flexible to work weekends and overtime
* Works well in a fast-paced environment while paying attention to detail
* Comfortable working with the public, answering questions and giving out general information
* Good listening skills and an excellent memory
* Extremely organized with strong time management skills
* Experience working in retail, customer service and general labour

**SUMMARY OF SKILLS**

**Customer Service Skills**

* Answers phones in a professional manner
* Provides knowledgeable and courteous customer service to all clients
* Excellent interpersonal and communication skills
* Strong conflict resolution skills
* Able to direct customers in a friendly manner to appropriate sections
* Strong knowledge of the retail and hospitality sector
* Experience working in multicultural settings

**Teamwork**

* Works well with individuals in all environments
* Maintained strong relationships with fellow employees and employers
* Enjoys working in a team setting and assisting coworkers during busy periods
* Communicated with others to find out their needs and then help them with their selections
* Worked with others to organize shelving and floor plans

**EXPERIENCE**

**Recreation Coordinator** City of Toronto - Toronto, ON 2009-Present

**Sales Associate** Rabba Fine Foods - Toronto, ON 2008-2009

**Child Care Aid** Private Homes - Toronto, ON 2004-Present

**Assistant** City of Toronto - Toronto, ON 2004-2008

**EDUCATION**

Currently Working Towards OSSD - Toronto, ON 2004-Present

**REFERENCES**

Available Upon Request