

PROFILE:

- Experienced Administrative Clerk who is self-directed and energetic with a background in oil and gas, financial, hospitality and retail industries
- Strong entrepreneurial and marketing skills with demonstrated ability to easily build rapport with customers and a commitment to community development
- Designated fundraiser for Race Around the Rock, Children's Wish Foundation, Canadian Cancer Society, YMCA Strong Kids Camping and UofC Holiday Food Drive
- Fluent in Spanish and English, working knowledge of Portuguese, Catalan, Basque dialect
- Proficient in MS Word, Excel, PowerPoint, Squirrel and in-house programs

PROFESSIONAL EXPERIENCE

Team lead – Consumer Representative TrojanOne Marketing, Calgary 2009

- Team lead for Alberta Beverage Container Recycling Corporation (ABCRC)
- Informed people about the services that the ABCRC provides and the positive affects it can have on their community.

Marketing Representative GMR, Calgary 2009

- Marketing and customer service representative for Best Buy grand opening
- Answer customer's questions about products and made sure they had their best experience shopping at an electronic store.

Marketing Representative Consumer Impact Marketing, Calgary 2008

- Liaised with Calgary Event organizers to set up new product sample booths, greeted customers, recorded tasting results feedback and reported to management

Assistant Auditor West Grey Life, KPMG, Calgary 2007

- Reviewed client files to verify that stated risk statements matched the contents of the investment portfolio

Wholesale Travel Assistant Anderson Vacations, Calgary 2007

- Outperformed medical insurance sales targets
- Built relationships with customers and booked tours throughout North America

Camp Leader Calgary Bridge Foundation for Youth 2006 – 2007

- Taught English and provided practical information about the Canadian way of life to help ease immigrant youth's adjustment to Canada

CAREER EXPERIENCE (Continued)

- Sales Representative Dashwood Galleries, Calgary 2005**
- Greeted customers and promoted the works of Canadian and British sculptors
 - Handled cash, credit and debit transactions and balanced the daily till
- Night Auditor / Front Desk Radisson Hotels and Resorts, Canmore 2004**
- Multi-tasked, assisting customers and performing all aspects of daily financial tracking and running reports for management
 - Created a welcoming environment and assisted guests with check-ins, check-outs and acted as a concierge to help them with trip planning
- Financial Assistant Encana – Onshore North America, Calgary 2002**
- Used attention to detail matching invoices, entering data and processing payments
 - Audited records to verify accurate royalty payments
- Office Assistant AEC Pipelines, Calgary 2000 – 2002**
- Compiled detailed project binders for international projects
 - Performed general office duties including, sorting and delivering mail, filing, photocopying
 - Worked independently and as part of a team in the translation of project documents

EDUCATION

Bachelor of Arts (Political Science Major with a Minor in Management & Society) (4th year),
University of Calgary

PROFESSIONAL DEVELOPMENT

- Leadership Conference and Financial Management Conference 2007**
Phi Gamma Delta Fraternity, St. Louis, MO
- Community Soccer Coaching Program Level C, 2008**
AB Soccer Association, Calgary

VOLUNTEER CONTRIBUTIONS

- Member, Access Committee on Accessibility/Sub-Committee on Transportation 2009**
City of Calgary
- Member, Alberta Liberal Party, Calgary 2009**
- Soccer Coach, Competitive Intramurals/Calgary Soccer Association 2007 to present**
- Spanish Tutor, Spanish Centre, University of Calgary 2003 to present**