

NAME HERE

224 Fake St, FAke • (6111111111 • zFake.ca

EDUCATION

York University

Toronto, ON

Bachelor of Arts, Hons.

May 2017

Major: Business and Society

(Business Ethics & Corporate Social Responsibility Stream, Law and Governance Stream)

SUMMARY

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a new graduate with two years of Administrative Office Assistant experience, I am excellent in working with others to achieve a certain objective on time and with excellence; with a clear, logical mind and a practical approach to problem solving.

RELEVANT COURSEWORK

Statistics, Statistics for Business and Society: Big Data Analytics

- Relied on Big Data Analytics to gather, organize, and analyze statistics to predict as well as locate changes which could or have occurred in the market.

Business, Social Exclusion and Business: Targeted Marketing

- Identified groups within the market and society which may be excluded from everyday market interactions and developed approaches on how to include them.

PROFESSIONAL EXPERIENCE

Administrative Office Assistant

May,2015—February,2017

"COMPANY HERER

Concord, ON

- Performed various secretarial/clerical duties; documenting, photocopying, faxing, mailing, and organizing filing system.
- Monitored and maintained the organization's website.
- Organized the scheduling of meetings, conferences, and events; distributed minutes for them.
- Took care of staff office space, parking, credit cards and office keys.
- Created spreadsheets and presentations for corporate executives.
- Filed and recorded corporate documentation, electronic files, inventories and reports.

Public Relations Representative (PR)

May,2015—May,2016

COMPANY HERE)

Toronto, ON

- Duties includes; marketing for the association to attract members (Tabling, Advertising, etc.), Dealing with individuals of different cultures and levels of communication, as well as answering any question people may have about the association.

Annual Fund Representative

May,2014—August,2014

York University Alumni Foundation

Toronto, ON

- Contacted York University alumni by phone and mail to inform them of campus events, changes to the alumni program, and fundraising efforts

Co-op/Internship

September,2012—January,2013

COMPANY HERE

Woodbridge, ON

- Greet and guide visitors in person as well as over the phone to the appropriate location where their needs can be met
- Receive documents and messages from clients; store and relay them to the addressed person
- Manage front office reception area by cleaning and organizing desk and visitor lobby
- Utilize a filing system and convert all paper documents to virtual format to be stored for easier access and achieve.