

MICHELLE HO

587-717-6799

SUMMARY OF QUALIFICATIONS

- Self-motivated; focused and able to prioritize as well as possesses a strong work ethic
- Strong time management and organizational skills for time sensitive projects
- Data management experience with organizing and inputting electronic and print materials
- Intermediate knowledge of Microsoft Word, Excel and Outlook

WORK EXPERIENCE

Administrative Support, Toombs Inc, Calgary, AB 2015 - Present

- Responsible for filing accounts receivable/payable as well as invoicing
- Creatively composes program kits for clients

Floor Associate, Home Outfitters, Calgary, AB 2015

- Proficiently utilized an electronic cash register and handled sales transactions
- Processed new shipments and organized stock on the floor
- Efficiently handled pricing machines to input prices on product
- Provided excellent customer service through effective communication and problem solving skills

Administrative Contractor/Library Assistant, Nexen, Calgary, AB 2011 - 2014

- Responsible for scanning and emailing confidential contracts and documents
- Received, organized, tracked and distributed volumes of office mail
- Responsible for office stationary restocking and distribution within the department
- Diligently carried out bar coding tasks and shelving duties in the company library
- Entered new books/magazines/periodicals into company database

Hostess/Dishwasher, Perkins Restaurant, Calgary, AB 2008 - 2011

- Carried out duties of greeting and seating customers
- Displayed friendly and professional customer service
- Ensured tables were clean, sanitized and clear of any items
- Ensured dishes were clean and available as needed

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VOLUNTEER EXPERIENCE

- Calgary Marathon** 2014
- Set up and take down of signage, ensured track was free of garbage
- Calgary Food Bank** 2013
- Managed a booth to collect contributions from the public for the Calgary Food Bank
- Parkinson Alberta** 2013
- Sold daffodils to the public to raise funds and awareness for the Parkinson Foundation
- Calgary Habitat for Humanity Society** 2012 - 2013
- Assisted with building and painting house projects
- Children's Cottage Society** 2011
- Responsible for a booth to collect donations from the public for the Children's Cottage Society

EDUCATION

- Employment Preparation Extension Certificate Program** 2011 - 2012
Mount Royal University, Calgary AB
- High School Diploma** 2008 - 2011
Sir William Van Horne High School, Calgary AB