

ANNETTE GALTS

Calgary, AB / 3TC 3T9 / 403 685 1442

SUMMARY OF QUALIFICATIONS

- Excellent interpersonal skills honed through years of customer and non-profit service
- Strong organization skills demonstrated through work as a Move Coordinator
- Attention to detail utilized during post-move inspections with tenants
- Facilitated activities for clients at Between Friends, adhering to safety policies and procedures

PROFESSIONAL EXPERIENCE

Move Coordinator, Catalyst Condo Management 2018 - present
Calgary, AB

- Greeted and supported new tenants moving into the building
- Facilitated move-outs, ensuring that an inspection is completed with each departure
- Assisted with some administrative duties as required

Team Leader, Between Friends 2015 - 2016
Calgary, AB

- Supported and encouraged people with disabilities to build friendships
- Maintained and organized client files as needed
- Organized a weekly movie night activity for clients at West Hills Cinema
- Modeled exemplary communication and interpersonal skills

Dishwasher, Montana's Cookhouse 2011 - 2013
Calgary, AB

- Organized dishes while maintaining a clean work space
- Experienced working at a fast-paced, commercial dining environment
- Displayed friendly and professional customer service
- Stocked supplies such as utensils in serving stations in cupboards

Dishwasher, White Spot Restaurant 2000 - 2010
Calgary, AB

- Responsible for managing the dish area
- Demonstrated team work by covering shifts for fellow employees with short notice
- Ensured dishes were clean and available as needed