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| SkillsCustomer service, leadership, Microsoft Office, leading teams, Class 4 driver’s license, data management, project management. |
| ExperienceMedical Receptionist | Dr. Wong | 2018 - presentProvided compassionate care to patients while maintaining files and handling complex paperwork and scheduling needs. Receptionist | Random Architecture | 2016 - 2018Worked under the pressure of deadlines while handling the complex needs of 3 senior and 6 junior architects and their clients.EducationBBA in Enterpreneurial Leadership | May 2014 | Kwantlen Polytechnic UniversityGPA: 3.6Served on the Kwantlen Students Association as a Member at Large |

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| ObjectiveTo get an administrative position that uses my 5 years of experience and my drive to succeed. |
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| Email | Telephone |
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| LinkedIn URL | Twitter handle |

Link to other online properties: Portfolio/Website/Blog |
| TECHNICAL SKILLSMicrosoft OfficeAdobe PhotoshopSalesforceHTMLPoint of sale systemsHootsuiteSocial media management |

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