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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 - present Provided compassionate care to patients while maintaining files and handling complex paperwork and scheduling needs. Receptionist | Random Architecture | 2016 - 2018 Worked 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 University GPA: 3.6 Served on the Kwantlen Students Association as a Member at Large | | |  | | --- | | ObjectiveTo get an administrative position that uses my 5 years of experience and my drive to succeed. | | |  |  | | --- | --- | |  |  | | Email | Telephone | |  |  | | LinkedIn URL | Twitter handle |   Link to other online properties: Portfolio/Website/Blog | | TECHNICAL SKILLSMicrosoft OfficeAdobe PhotoshopSalesforceHTMLPoint of sale systemsHootsuiteSocial media management | |