

Chenez Maurice
20712 88 Avenue
Edmonton, Alberta T5T 6Y1
Phone: (780) 232-5777
chenez.amber@gmail.com

Core Competencies:

Microsoft Office ~ PowerPoint ~ Organizational Skills ~ Strong Verbal Communication Skills ~
Creative ~ Quick Learner ~ Problem Solving Skills ~ Reliable and Responsible ~ Honest and
Trustworthy ~ Team Player ~ Customer Service Orientated ~ Office Administration ~

Career History:

LARR Management Corp.
10665 Jasper Avenue Edmonton, AB
Executive Assistant

February 2016 to Present

- Responsible for answering phones, recording and distributing messages, and for maintaining phone lists.
- Undertake travel and lodging arrangements for staff, problem-solve and adapt to last minute change in travel arrangements and provides alternative courses of action.
- Coordinates production and distribution of print materials.
- Coordinate office supply purchase with other staff on a regular basis; prepares and submits purchase requisitions.
- Responsible for preparing agendas and minutes taking at meetings.
- Act as the first point of contact for visitors and phone calls; use my excellent interpersonal and effective communication skills by greeting visitors and callers pleasantly and helpfully.
- Responded/sent out company e-mails on behalf of CEO.
- Maintain and update Outlook Calendar on a daily basis or as required.
- Organize and maintain file records, assigning file coding to documents.

Holt Renfrew
10180 101 Street Edmonton, AB
Sales Associate

November 2015 to January 2016

- Maintains quality service and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; recommending system improvements.
- Responsible for answering phones.
- Present and perform forward thinking sales tactics to customers to increase sales and promote store.
- Cash handling and Cash Register operating.

Starbucks Coffee Co.
6226 199 Street Edmonton, AB
Barista/Sales

February 2014 — August 2015

- Responsible for answering phones.
- Cleans and stocks customer area.
- Assisting customers and provided excellent customer service and provide support for the merchandising designated commodities.
- Cash handling and Cash Register operating.
- Ability to work in a fast paced and high volume environment.

Maximum Tanning (Closed)
Cashier/Sales

August 2013—December 2013

- Responsible for answering phones and filing of customer information.
- Opening and closing of store, cleans and stocks customer area.
- Assisting customers and provided excellent customer.
- Cash handling and Cash Register operating, provide inventory counts on merchandise.

Education:

Harry Ainlay High School
High School Diploma

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References:

JOEL MELANSON

PRESIDENT/CEO, LARR MANAGEMENT CORP.

587-335-0322

IRENA KUZNETSOV

CONTROLLER/HUMAN RESOURCES, LARR MANAGEMENT CORP.

780-717-3920

DOUG CHILTON

DIRECTOR OF CORPORATE SERVICES, LARR MANAGEMENT CORP.

780-445-0648

JONATHAN MAURIS

SUPERVISOR, STARBUCKS COFFEE CO.

780-394-7772