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| MELISSA GALVEZ | |
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| CONTACT  * 1-780-220-0667 (cell 1) * 1-780-220-0750 (cell 2)   Email icon melissa.galvez@ymail.com   * 134 McLaughlin Drive * Spruce Grove, AB * T7X 0K3 | | | PROFILE Since my arrival in Canada almost 8 years ago now, I have been focused on making a **better life** for myself and my family in **the Philippines** as well as, in the last 3 years, my **own family** here in Canada. My **citizenship** is in the process of being granted. I recently finished a **full-time post-secondary certification** (Community Support Worker - CSW and addictions) with only a 6-week practicum left for full completion and accreditation.  A job in the **Support Worker/Medical industry** is my main goal; it has been a life-long dream since I was a child and will afford me many advantages from personal fulfillment to Canadian certifications in the field.  My **service industry experience** allows me to be a better employee from attending to customer service and customer care to hygiene and food handling skills. | | |
| SKILLS  * Reliable and hardworking * CPR certified * WHmIS Certified * Safe medication administration certificate * knowledge in Dimentia (Supportive care pathways) | | | Most recent work experiencesGreatway Financial Ltd. (Edmonton, Alberta) 2019-present  As a licensed **Financial advisor** tasks vary from **providing sound financial advice** on investments and **retirement income** to educational plans for children and grandchildren, travel insurance and estate planning.  There is also a **continued education** component necessary to keep up with trends, new information and policy to maintain a license to practice. Save-on Foods (Spruce Grove, Alberta) May 2019-present  As a **Department specialist**, food preparation and customer service are the major tasks required. This includes fresh **sandwich production** and **deli meats** service plus hot table items like rotisserie chicken and specialty wings. Upcoming tasks will include learning the **sushi bar** production. 7-eleven (Spruce Grove, Alberta) December 2018-July 2019  As a **full-time clerk,** there were many daily responsibilities. From **gas attendant** to **food preparation** to **greeting every customer** and lotto sales, I gained a great deal of **customer care** experience in addition to **multi-tasking** skills.  References: **Elver Bravo & Roxan Paguirigan** - current Coppersky employees | | |
| EDUCATIONAcademy of Healthcare Services December 2020-present  Community Support Worker (CSW and addictions) | | |