



# Charlotte Cavanagh

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## Objective

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Talented professional, well skilled, looking to obtain a part time position. Wanting a long term business to grow with. Looking to get nestled in the support worker (respite) field. My objective is to help disabled adults have the quality of life they deserve.

## Work Experience

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### **Remote Travel Agent (Part Time)**

November 2021 - Present

TravelOnly, Ontario

- ✓ Remote Travel bookings from my home office
- ✓ Specializing in group travel packages, Cruises & more
- ✓ Obtained my TICO certificate, CLA, IATA & ACTA. Licensed to sell travel worldwide. Schooling course completed with TravelOnly head office.

### **Business Owner**

January 2016-March 2020

Flower Fantasy & Gifts Inc

- ✓ Managed a team of 10 people from various backgrounds.
- ✓ Created the new distribution system of an online flower shop, maximizing profitability and the ease of ordering for clients.
- ✓ Contracted delivery to South Okanagan Funeral Homes. Providing flowers to funeral services. Created an e-commerce website and social media accounts for all supplies. Two locations for my business in Spruce Grove AB and Oliver BC. Payroll submission and CRA submissions monthly.

### **Business Owner**

September 2013-2016

Snap Business Solutions

- ✓ Social media marketing agency supporting small businesses. Fluent in Simply Accounting (SAGE) software. Bookkeeping for clients. Payroll management and CRA remittance. Created websites for businesses and ecommerce platforms

- ✓ Self-employed. Payroll manager and setting up employee benefit programs. Reporting claims to WCB, monthly remittances to CRA for employee remittances and GST.
- ✓ Managed staff of 35+. Recruiting employees and successfully managed the team towards success. Created a company website and social media accounts. Responsible for all updates.

## Education

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**Teleflora Floristy** 2017 -2018 Level 1, 2, 3 & 4 Design Certification

- ✓ Specialized in funeral home services with flowers, Casket Sprays & easel displays. Designed for weddings and events

**Bookkeeping** 2000-2006 Simply Accounting (SAGE) Software

- ✓ Specialized in accounts receivable and accounts payable education. Payroll software included

**Eastglen High School**

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## Skills

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Constantly updating with social media marketing. Fluent in Simply Accounting (Sage Software), QuickBooks. Fast learner. Fluent in Apple and Microsoft. I've been self-employed most of my life. Easy and outgoing and always happy. Quick learner and hands on leader

## Certificate's

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Breath For Life: Emergency First Aid (Level C), February 28 2022

Criminal Record Check completed, Vulnerable Sector included, March 2 2022

**\*References available upon request\***