

# Maile Albina



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## Objective

To obtain a position in a challenging and engaging environment, to utilize my professional office skills, and to promote my personal career growth.

## Skills

- Exceptional computer skills including: Microsoft Office, Word (80wpm), Outlook, Access, and Excel.
- Excellent written and oral communication skills.
- Professional telephone manner.
- Works well independently and as part of a team.
- Experience handling cash, updating customer database, and cashing out at day's end.
- Fluent in French.
- Personable and outgoing.
- Experience surpassing customer expectations.
- Punctual, reliable, versatile, & organized.

## Experience

### **TransCold Distribution Ltd.      August 2007 – June 2009**

1460 Cliveden Ave, Delta, BC

Receptionist/Administrative Assistant/Accounts Payable/Currently Accounts Receivable Clerk.

Experience dealing with Accounts Receivable and Accounts Payable, Reconciliation of invoices & budgeting.

### **La Vie En Rose      July 2006 - August 2007**

Richmond Centre, 6651 No. 3 Road, Richmond BC

Sales Associate

### **Latitude      October 2005 - June 2006**

Richmond Centre, 6651 No. 3 Road, Richmond BC

Sales Associate

## Education

### **Hugh McRoberts Secondary School      September 2001 - June 2007**

- Obtained Dogwood Diploma

*References Available Upon Request*