**Laurence Sina**

**1700 Shevchenko Blvd**

**Montreal, Quebec Ph: (516)-777-9452**

**Sinalaurie@yahoo.fr**

**Objective: Obtain a sales and marketing position where I can get experience.**

**Profile**

|  |  |
| --- | --- |
|  Strong work ethics Good written and oral communication skills Work well independently and as part of a team Strong organizational and multi-tasking skills | Positive attitude  Years of customer service experience Reliable and eager to learn Bilingual (English and French) |

**RELEVANT Work Experience**

**Career Break**

  **July 2021 - Present**

* Familiar with multiple blogging platforms including Wordpress, Blogger and Wix.
* Knowledgeable about E-commerce platforms and able to design websites, blogs, and online stores.
* Create and maintain social media presence.
* Participated in thte creation of a blog, E-commerce store using SEO practices.

**Customer Service Agent**

*Walmart,* Edmonton (AB) **Sept 2017 - Oct 2018**

* Provided direct care to assist in the activities of daily living, comfort and safety of the patient/client/resident
* Participated as a member of the health care team in the implementation of the plan of care.
* Demonstrated effective communication skills and ability to work independently and as part of the health care team.

**Assistant Manager**

*Eccoci for Her,* Edmonton (AB) **Aug 2009 - Jan 2011**

* Worked and liaised constantly with different vendors or third party services providers to meet and satisfy product availability and smooth flow of operations.
* Responsible for training new recruits, constant mentorship, monitoring, evaluating and supervising junior staff and sales associates, reported directly to the Manager.
* Responsible for implementing sales strategies and monitoring daily sales figures and performances.

**Sales Associates July 2008 - Aug 2009**

*Ardene*, Edmonton (AB)

* Initiated sales by engaging customers, sharing of knowledge and suggestive selling.
* Assisted with inventory, including receiving and stocking merchandise
* Managed financial information
* Provided customers with a welcoming and positive experience and ensured customers’ renewed business.

**Education**

**Graduate Certificate in Modern Journalism Current**

*University of New York,* Montreal (QC)

**Bachelor’s of Science in Nursing 2016**

*University of Alberta,* Edmonton (AB)

**Unit Clerk Certificate 2009**

*Norquest College*, Edmonton (AB)

**High School Diploma 2008**

*Maurice Lavallée High School*, Edmonton (AB)

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