

Jacqueline Gee
613-769-9885 | jacquelinegee@hotmail.com | Orleans, Ontario

Summary

A high experienced Assistant Administrator who takes all tasks accurate and exceeds the client's expectation. An extraordinary employee with strong skills in data entry/accounting, customer and client/experience with confidence who brings an asset to the company with positive experience and gain skill/knowledge from a potential company. I am looking for a full-time permanent/contract position in an office related environment.

Employment History

JG Cleaning Service

Self-employed (Owner)

- Aug 2021 - Present
- ❖ Deep clean houses, apartments, rentals, buildings etc
Schedule appointments with clients
Duties: kitchen, basement, bathrooms, bedrooms, living and dining rooms, sweep, mop, dust, vacuum, deep clean everything
- ❖ Marketing, facility inspection, quality control, safe chemical handling, problem-solving, business plan, budget planning, project manage

Nimble-Information-Strategies Inc.

Data Entry Clerk

- February 2022 to February 2023
 - ❖ CRA: CLR, BN, RP and T1-ADJ and SAP for Canada post programs
 - ❖ Input data while reviewing information/performing & scanning files to check quality and quantity
 - ❖ Construct reports/verify documents while monitoring data required & retrieve members upon request
 - ❖ Carleton-U, Kempt-Ville Hospital, Canada Post, Scotiabank, Canadian Airlines, Quebec Opticians, Canadian Museum and Nissan
 - ❖ Send emails to members/management, Bill/File documents, AP/AR, Attend Meetings & Training in groups or independently

Iron Mountain Shredding Co.

Data Entry Clerk

- February 2023 to June 2023
 - ❖ Transfer paper format information into CNL library programs to collect and transcript research, edit errors and proof-reading database
 - ❖ Assigned projects to input data in the system & Smart sort confidential documents for destruction from hospitals
 - ❖ Filing documents & prepare confidential government paperwork
 - ❖ Government files & documents inputting data

Ainsworth-VIA Rail

Administrative Assistant/Data Entry Clerk

- August 2023 to November 2023
 - ❖ Emaint program with VIA rail and meetings with members
 - ❖ Inputting invoices & service reports
 - ❖ Assisting service dispatch coordinators
 - ❖ Billing money with plumbers, sub-contractors, maintenance, pest controls, construction, cleaning service, HVAC and Fire Safety (Airon, Blackie, Black and Macdonald, Coral, DMN, La Maison, Orkin, Troy, Vipond, Roberts, Abell, Graham, Wescan, North plumbing, NorthStar, VIA Rail, John Gordon, Johnston, Janitorial, Michanie, Leasehold, Gateway, Fairway, Orkin, Lock & Keys, Davidson, Combined, etc.)
 - ❖ Accounts payable and receivable (All Canadian province taxes: QC, BC, AB, ON, NS, NB, MB)

Education

+St Matthew Catholic High School

Graduated with Honour Roll and High School Diploma (September 2004 to June 2011)

+Algonquin College - Bar Tending and Smart Serve

Certified and Graduated with College Diploma (January 2012 to April 2012)

+ Algonquin College - Culinary- Chef Training

Certified and Graduated with College Diploma (September 2012 to April 2013)

+ Algonquin College - Hospitality Management- Hotel and Tourism

Certified and Graduated with College Diploma (September 2013 to April 2015)

+ Algonquin College - Mobile and Web User Design Experience

Certified and Graduated on Honour roll with College Diploma (September 2018 to December 2018)

Skills

- Language: English and Cantonese
- Programs: Microsoft Office, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Access, Microsoft Teams, Microsoft Suite, ADP, Zoom, Microsoft Teams, Google Meets, eMaint, Adobe Reader, Google Docs, Google Excel, Google Suites, OneDrive, DropBox
- Finance: Accounts Payable, Accounts Receivable, Billing, Payroll
- Experiences: WPM: 85, Clerical Experience (3+ years), Filing & Data Entry & Data Analysis (5+ years), Customer Service Experience (10+ years) /Client Service Experience (10+ years) and Sales Service Experience (5+ years)
- Asset: Independent, Time Management, Organized, Quick/Fast Learner, Attentive, Diverse, Reliable, Critical Thinker, Grammarly, Proofreading, Flexible, Multitasker
- Enhanced Reliability Level 1 Federal Government Security Clearance
- Learning process: SQL, French, JavaScript