

YASMEEN GHADBAN

EDUCATION

2009 - 2011	Lasalle College	Montreal, Quebec
	<i>AEC Fashion Buyer</i>	
2006 - 2009	Concordia University	Montreal, Quebec
	<i>BA Psychology</i>	
2003 - 2005	Vanier College	Montreal, Quebec
	<i>DEC Social Science</i>	

WORK EXPERIENCE

March 2011 – April 2011	Majestic Tees	Montreal, Quebec
	<i>Intern, Sales and Merchandising</i>	
	<ul style="list-style-type: none">▪ Confirmed purchase orders▪ Followed up with clients regarding purchase orders▪ Prepared a list of stock inventory▪ Prepared samples to be sent out▪ Picked and packed client orders to be sent out	
August 2008 – April 2011	Montreal Children's Hospital	Montreal, Quebec
	<i>Cardiology, Administrative Agent</i>	
	<i>Operating Room, Administrative Agent</i>	
	<i>Day Surgery, Administrative Agent</i>	
	<i>Pre-Op Clinic, Administrative Agent</i>	
	<ul style="list-style-type: none">▪ Receive Patients and answer telephone calls▪ Patient Registration▪ Booking Patient Appointments▪ Preparation of patient charts and files▪ Data entry▪ General clerical duties	
May 2006 – August 2008	Concordia University	Montreal, Quebec
	<i>Centre for Continuing Education, Receptionist</i>	
	<i>Language Institute, Administrative Assistant</i>	
	<ul style="list-style-type: none">▪ Receive visitors and answer telephone calls	

- Student Registration
- Student Advising
- Data entry
- General clerical duties
- Preparation of various student letters, Acceptance letters and Immigration documents (CAQ and Canadian Study permit)
- Use of the Student Information System (SIS)
- Balance of debit/credit machine

May 2005 – August 2006 AMC Cinema Montreal, Quebec
Crew Member

- Duties include: concession, usher, guest services, box office
- Serve Customers
- Cash registry/ticket sales
- Inventory and stock
- Check cinema halls for cleanliness and to check for movie start
- Receive requests and deal with customer complaints

March 2005 – September 2005 Alpha Field Services Montreal, Quebec
Telephone Interviewer

- Conduct telephone surveys dealing with customer satisfaction
- Recruit people to participate in various focus groups

INTERESTS

- Fashion
- Photography
- Event Planning
- Traveling

EXTRA CURRICULAR ACTIVITIES

February 13, 2010 Holt Renfrew Montreal, Quebec
Volunteer

- Helped coordinate a Valentine's Day fashion show/ in-store event
- Styling of various fashion "looks"
- Dressing of models
- Supervised in-store fashion show for men and women

COMPUTER KNOWLEDGE

- Microsoft office: Word, Excel, Power Point and Access
- Microsoft Outlook
- Adobe Acrobat
- Operating Systems: Windows 98, ME, 2000, XP, Vista, Mac OS-X

LANGUAGES

- English – fluent, speaking, reading & writing
- French – fluent, speaking, reading & writing
- Arabic – basic, speaking, reading & writing

REFERENCES AVAILABLE UPON REQUEST