

Tabitha Spence

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LANGUAGES

Bilingual: French and English

COMPUTER KNOWLEDGE

Microsoft Office

- ☑ Microsoft word
- ☑ Excel
- ☑ PowerPoint

WORK EXPERIENCES

Cashier/Sales representative

2011

BEDO, Montréal

- ☑ Greet clientele and process their requests
- ☑ Complete client transactions: cash, credit, debit
- ☑ Oversee inventory and re-stoke shelves

Customer service representative

2011

Phocus Solutions, Montreal

- ☑ Answer inbound calls
- ☑ Help customers
- ☑ Place orders and direct calls

Receptionist

2011

Ann-Marie Salon, Montreal

- ☑ Answer phones
- ☑ Schedule appointments
- ☑ Wash hair
- ☑ Sweep floors

Waitress

2010

Eb Club Lounge, Montreal

- ☑ Take customers orders
- ☑ Bartending
- ☑ Ticketing at the door

Interviewer

2009

Opinion search, Montreal

- ☑ Customer service
- ☑ Survey

TS

Cashier

2008

Aldo, Montréal

- ☑ Greet clientele and process their requests
- ☑ Complete client transactions: cash, credit, debit
- ☑ Oversee inventory and re-stoke shelves

Cashier

2004

Mc Donald's, Montréal

- ☑ Greet clientele and process their requests
- ☑ Complete client transactions: cash, credit, debit
- ☑ Ensure a clean and safe work environment

EDUCATION

Fashion Marketing

2011-...

LaSalle College, Montréal

Bartending Diploma

2011

Master School of Bartending, Montréal

High School Diploma

2007

James Lyng, Montréal

INTERESTS

☑ Dance

☑ Music

☑ Fashion

☑ Art

References available upon request

The logo consists of the letters 'T' and 'S' in a stylized, serif font. The 'T' is orange and the 'S' is black.