

Melina Siamalekas

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EXPERIENCE

Customer Service Representative **September 2016 to Present**
Pro Distribution Services, 1145 Sutton Drive, Burlington, ON L7L 5Z8

- Accurately enter jobs and quotes in the system; trace, receive and ship some freight.
- Follow up on internal and external inquiries and maintain client files.
- Audit and total invoices sent from clients.

Administrative Assistant **March 2016 to September 2016**
Videoplus Transcription Services, 216 - 4031 Fairview Street, Burlington, ON L7L 2A4

- Assembled Transcripts (Print, Bound, and Proofread).
- Filed folders numerically along with Quality Assured all Transcripts and saved in an MS Word and PDF Document.
- Mailed Transcripts (through Purolator bags) to the appropriate addresses.

Receptionist **August 2015 to March 2016**
Orleans Dodge, 1465 Youville Drive, Orleans, ON K1C 4R1

- Received payment via cash, credit, cheque, and debit transactions; knowledge of ADP.
- Created cash receipts for clientele; know how to manage a switchboard.
- Managed invoices and placed them in numerical order.

Hostess **November 2014 to September 2015**
Rockwell's Restaurant, 1642 Merivale Road, Nepean, ON K2G 4A1

- Assisted customers to tables around the restaurant
- Refilled items such as sugar and milk.
- Took orders over the phone and walk-in customers.

Cashier **August 2010 to December 2012**
Glen Abbey Community Centre, 1415 Third Line, Oakville, ON L6M 3G2

- Received payment via cash.
- Greeted clientele.
- Gave product to the client.

PROFILE

Hello! I am **Melina Siamalekas**. I have graduated Algonquin College in December 2015 for Office Administration. I am an honest individual with strong planning and organizational skills. I am able to work under pressure, set priorities, handle a high volume of work and meet deadlines. I also excel in WordPress and Microsoft Office (Excel, Word, PowerPoint and Outlook).

EDUCATION

Office Administration (December 2015)
Algonquin College, Certificate

Early Childhood Education (September 2013)
Sheridan College, Diploma

Ontario Secondary School Diploma (June 2011)

White Oaks Secondary School

SKILLS

- Reliable
- Honest
- Accountable
- Maintaining Websites
- Attention to Detail
- Teamwork