

Jose Castellanos

Client Services – Sales – Management

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Education

Bachelor of Arts Degree

2012 – 2016

University of Manitoba

- Bachelors in Anthropology and Criminology

Work Experience

24-7 Intouch

2016 – 2019

Communications Coordinator

- Coordinated weekly company-wide video meetings, included executives and senior leadership.
- Data entry and user database management.

Tackaberry Industries

2015 – 2016

Product Specialist

- Ensured strategic and successful inventory management.
- Provide training and orientation to new employees.

Shaw Communications

2014 – 2015

Technical Support Representative

- Diagnosed and resolved technical issues from equipment to service.
- Dispatched maintenance crews for in-home and local network infrastructure.

Rogers Plus

2011 – 2014

Customer Sales Representative

- Accurately completed all appropriate paperwork related to sales on a timely manner
- Processed client bill payments, managed end of day cash-outs, and other retail store duties.

Skybridge Marketing

2009 – 2010

Customer Support Representative

- Booked commercial train travel though-out the United States and parts of Canada; including business and leisure travel.
- Processed inbound and outbound customer service, including follow-ups and coordinating with station staff.

Additional Employment/Volunteer Experience

University of Manitoba

2016-2017

Exam Invigilator

- Assisted professors with administering exams, helped students with basic questions during exams, and collected the exams to make sure all information was collected.

Arts Student Body Council

2011 – 2013

Student Lounge Director

- Managed the budget for lounge to maintain repairs and other needs. Reporting all expenses and requesting funds from Arts Student Body Council.

Certifications

- Food Handlers License
- Serving-It Safe
- Cannabis Retail Certification

Background Extra

- *Sudden Death 2 (2019)*
- *Forever Christmas (2019)*
- *Burden of Truth (2019)*
- *Christmas Club (2019)*
- *Flag Day (2019)*
- *Prosecuting Casey Anthony (2013)*
- *Naughty or Nice (2004)*