

Vanessa Jackson

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Profile

I am hard working, dedicated and understand the meaning of a job well done. Throughout my years of experience, with the help of travel, I have developed into an open minded, thoughtful, and creative individual who is quick to learn new things.

Experience

Server, Queen Mother Café, Toronto, ON –2009-Present

Working at this fast placed restaurant I receive orders, make drinks and run food for my tables during lunch rushes and the occasional opera rush. My duties include keeping the restaurant clean as well as counting and restocking inventory at the end of each shift.

Server, Mini Market, Toronto, ON -- 2007-2009

Working at this restaurant I would welcome and seat customers, take their order and bring them everything that they would need. I would run food and bar-tend for my tables, while helping out my fellow coworkers.

Receptionist, Bay Bloor Radio, Toronto, ON -- 2007-2008

At this upscale electronics store, I answered telephones and directed calls to the appropriate sections and personnel of the store. I typed up quotes for regular customers and mailed out receipts. I organized and managed attendance for pay roll.

Receptionist, Eclipse Fitness, Toronto, ON -- 2006-2007

As a key-holder at this boutique gym, I stocked the floor and the change rooms while maintaining a vast supply of towels. I looked after the gym store as main cashier and salesperson. I gave tours of the facility and talked about possible rates to each inquirer giving them all the appropriate brochures to match their needs. I sold membership contracts to those interested and maintained the existing members and their fees. I answered the telephones and directed calls to the appropriate trainers, while signing up members for desired workout classes.

Sales Associate, American Apparel, Toronto, ON -- 2006

Being a part of this young company I was given the tasks of merchandising, store lay-out management, and inventory tracking. My main tasks were dealing with customer inquiries as well as cashier duties. Even though I was only with the company for a short while, I was also responsible for new employee training.

Model, Ford Model Management, Toronto, ON -- 2000-2006

Through my years of working in the modeling industry I have developed a keen sense of self-reliance. Traveling through new cities I was required to independently navigate my way to castings, work through language barriers, and keep a strict schedule. This job has taught me how to take direction, work under high levels of pressure, and how to improvise in even the most unfamiliar of situations.

Customer Service, Mastermind Educational Toys, Oakville, ON -- 2000-2004

My first experience in the workforce I had the opportunity to learn customer service and cashier duties. As part of the team I counted inventory and occasionally gift-wrapped.

Education

Concordia University, Montreal, Quebec, Canada