

GALADRIEL LOTHLOREIN

EXECUTIVE ASSISTANT

CONTACT

7 Roland Garrows Crescent
Ottawa, Ontario K2E 7J5
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(613) 987-6543

PERSONAL STATEMENT

An energetic, self-motivated, and team-oriented individual with extensive experience in providing high-level client service.

- ❖ Strong organization, management, planning, and leadership skills with a strong hospitality and event management acumen.
- ❖ Proficient communicator with demonstrated success in building client relationships and growth opportunities

CERTIFICATIONS & TECHNICAL ABILITIES

Smart Serve Certification
Microsoft Office Suite proficiency
Salesforce, Outreach familiarity
POS system operation experience

SKILLS



EXPERIENCE

2015 – PRESENT

Alt Hotel

Executive Assistant

- Responsible for the day to day administration of the hotel, including: online and walk in reservations, POS/ cash management, and customer relations. Regularly assist other partners to promote the hotel and its services.
- Previously worked as an Assistant at the hotel's restaurant, interacting with guests and managing reservations and bookings.

2017 – 2018

REAL LePage

Sales Manager

- Prospected and conducted direct sales calls to businesses for the Canadian branch of a multinational real estate company.
- Worked directly with Sales and Marketing executives to build a client base, including the introduction and implementation of Real Estate 2.0 software.

2011 – 2015

PREVIOUS POSITIONS

Beavertails (Ottawa), *Food Runner*

Meridian Credit, *Administrator (Leave Support)*

Happy Retirement, *Front Desk Agent/ Server*

McDonald's, *Crew Member*

EDUCATION

2014 – 2017

ALGONQUIN COLLEGE (OTTAWA)

Graduate Certificate, Real Estate Management
Diploma, Financial Management

REFERENCES

Bob Lobla
Supervisor
Alt Hotel

(613) 123-4567

Mary Mirens
Account Executive
Real LePage

(613) 463-5869

Mark Brown
Supervisor
Meridian Credit

(613) 473-8596