

DANIELLE D'ALESSANDRO VENTURA



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Seeking a full time or part career that utilizes my skills of customer service, sales, finance and organization. I am looking for a chance to be part of a team that contributes toward a goal of growth moving up within a business.

EDUCATION

2008-2011

OREA

Ontario Real Estate College

SKILLS

- Highly organized
- Timely
- Strong communication skills
- Proficient at typing
- Solution Oriented Negotiation skills
- Professional phone etiquette

WORK EXPERIENCE

APPLE PARK REALTY INC., BROKERAGE

SALES REPRESENTATIVE

2013-PRESENT

Coordinate home viewings.
Prepare home sale and purchase offers.
Advise clients on home sales, market conditions, mortgages and legal requirements.
Prepare documents such as purchase/sale documents. Complete detailed market analysis.

ACE ALUMINUM

ACCOUNTS RECEIVABLE AND PAYABLE

2013-PRESENT

Respond to emails and create all invoices. Pay bills and balance bank accounts. Complete quarterly remittances and end of year taxes. Process all receipts and ensure payments are made in a timely manner. Process receipts through quickbooks.

Royal Bank of Canada (RBC)

CREDIT SPECIALIST

2008-2013

Complete credit applications for various credit products while meeting high sales targets via the inbound call centre. Provide high quality customer service experience. Make educated approvals based upon customer's financial information.

Bank vault and key holder.

Winner of the highest sales awards, 3 years in a row and winner of the VIP luncheon with the VP of Halton.

PHILTHY MCNASTTS

PAYROLL/MONEY CONTROLLER

2004-2008

Complete the daily balance of money from the restaurant sales.

Restaurant safe and key holder.

Complete weekly payroll for all staff members and complete bi weekly pay cheques.