

SANDRA SPAVENTA

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PROFESSIONAL SUMMARY

Sales Representative for five years in pre-construction Condominium Sales. In addition to sales, I performed all project presentations and was involved in project set-up, advertising and marketing details as well.

EDUCATION

York University – B.A. Psychology

Orea Real Estate College and Humber College: Real Estate Salesperson Program

Randolph Academy for the Performing Arts: Musical Theatre Triple Threat Program

EXPERIENCE

Hospice Vaughan

Bereavement Counselor/Activities Supervisor

- Bereavement Counseling for Youth, Adults and Seniors
- Kept a Daily Log of each individual's sessions and their progress
- Group Facilitation
- Attended schools for counseling and seminars when needed
- Organized and Supervised Senior Activity Day including music and arts/crafts
- Organized and Participated in all Fundraising activities

Mens Sana: Families for Mental Health

Adults with Schizophrenia

Group Facilitator/Events Creator and Supervisor

- Responsible for all activities including music, various games, and arts/crafts
- Created and Facilitated all morning exercise routines
- Group Facilitation including numerous topics
- Event Supervisor including all Day Trips including transportation to and from activity
- Responsible for ensuring all took their assigned daily medication
- Kept an updated medication Log
- Responsible for ensuring all stayed within specified activity areas
- Held meetings with family members regarding participants specific needs and wants

SKILLS

- Proficient in Microsoft Word, Excel and PowerPoint
- High level of Video and Music track editing
- Advanced Online Researching and social media technique
- Excellent Interpersonal Skills and Demonstration Skills
- Confident with Multi-tasking and fast-paced environments