

MICHELINE CALVERT

416-533-4429 or micheline.calvert@sympatico.ca

2360 Dundas Street West, suite 1315. Toronto M6P 4B2.

OBJECTIVE: To seek a position as a General Labourer

HIGHLIGHTS OF QUALIFICATIONS

- Solid work ethic, excellent health and skill ability
- Excellent problem solving abilities and enjoys challenges
- Trustworthy, cooperative and responsible
- Strong communication and retail experience
- Works well in a team, as well as independently
- Detail oriented, enjoys working in a busy environment
- Experienced in childhood, adolescent and adult education.
- Knowledge of MS Word and Internet.

EMPLOYMENT HISTORY

Sales Assistant , Havana Nice Store,	2004
Seller and Cashier , Country Style	2004
Speech-language demonstrator , Canadian Academy of the Arts,	2002- present
Merchandiser , Manpower, Toronto	2002
Translator , Centre for Spanish Speaking People, Toronto	2002
Instructor , Community Centres, Cuba	1990 - 2001
Actress , Teatro Studio Group, Cuba	1987-2001

SUMMARY OF EXPERIENCE

Customer Service Skills.

- Adept at working with the public
- Experienced as a seller.
- Maintained stock in a neat and orderly manner.
- Took customer requests on the telephone
- Assisted clients with translations of documents and meetings from Spanish to English.

General Skills

- Performed light administrative duties and maintained an organized working environment.
- Typed, photocopied, and faxed correspondence
- Ordered supplies and maintained inventory.
- Received and directed calls to appropriate staff.
- Taught drama and performing arts to children, adolescents and adults
- Caregiver

- Performed in plays, acted in many dramatic and comedy performances
- Instructed and coached many student actors
- Wrote productions, directed plays and performed promotional duties

Teacher, Modern Languages School, Cuba

1996-2000

- Taught Spanish to foreigners

EDUCATION AND TRAINING

Computer Readiness Workshops, Humber College

2002

Cultural Marketing Certificate, Ministry of Culture, Cuba

1998

B.A., Hispanic Language and Literature, Havana University

1988

Dramatic Arts Certificate, National School of Art, Cuba

1980

References Available Upon Request