

Emmanuel Iyin

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OBJECTIVE Seeking employment in any industry as a general labourer..

SKILLS

- Efficient and Detail-Oriented
- Clerical Support
- Computer Skills
- Microsoft 365 & Google workspace.
- Can carry more than 50lbs
- Reliability
- Team player
- Physically fit
- Customer Service
- Learning Quickly
- Organizing
- Task and Time management
- Prioritization

EXPERIENCE

Joy Overflow International Church, CALGARY, ALBERTA — General Labourer

JANUARY 2022 - PRESENT

- Maintained clean, neat and operational facilities to serve program needs and provide a safe working environment.
- Used strong interpersonal communication skills to convey information to others.
- Supported engaging, fun and smooth-running events by helping with organization and planning.
- Solved issues or complaints with customers.

Electronic Recycling Association, CALGARY, ALBERTA — Warehouse Technician

SEPTEMBER 2022- OCTOBER 2022

- Transported heavy materials using tugs, hand trucks and pallet jacks throughout work zone.
- Stood for long periods of time performing daily tasks.
- Handled supply and equipment inventories and distribution for workers.
- Kept appropriate records and reports to guarantee accuracy of inventory.

HOBBIES

Soccer,Swimming,Gym,
Basketball, Table Tennis,
Chess, Hiking.

CERTIFICATIONS

Alberta Food Safety Basics for
special events

FoodSafety(FoodHandler)
Certification – SafeCheck®
Advanced

WHMIS 2015

Respect in workplace online
training

AWARDS

ACAC ALL CONFERENCE
AWARD (Olds College)

EMPLOYEE OF THE MONTH

The Bulb Africa, Lagos , Nigeria —Web Developer Intern / Wordpress Developer

APRIL 2021 - JANUARY 2022

- Collaborated with supervisors and team members to brainstorm new ideas.
- Handled clerical duties for staff to keep the department running smoothly.
- Provided ongoing customer support for customers, promptly resolving any issues or concern
- Peer reviewed task to improve quality of work

Enov8Solutions Limited, Lagos , Nigeria —Web Developer Intern

APRIL 2019 - SEPTEMBER 2019

- Collaborated with supervisors and team members to brainstorm new ideas.
- Handled clerical duties for staff to keep the department running smoothly.
- Provided ongoing customer support for customers, promptly resolving any issues or concern
- Peer reviewed task to improve quality of work

Lavish plus, Lagos , Nigeria —Front Counter Attendant

JULY 2018 - SEPTEMBER 2018

- Received payment from guests using POS and cash accurately, made changes and issued receipts in accordance with cash handling policies and procedures.
- Welcomed guests and maintained pleasant, friendly and professional demeanor.
- Explained menu items and suggested appropriate options for food allergy concerns.
- Bussed and reset tables to keep dining room and work areas clean.

EDUCATION

OLDS COLLEGE,OLDS ALBERTA — DIPLOMA

Hospitality and Tourism Management

Front Office Guest Service and Operations | Culinary Theory and Production | Restaurant, Banquet and Event Service | Organizational Behaviour.

Broncos Athletics Soccer team player.

AFEBABALOLA UNIVERSITY ADO-EKITI —BSC

September 2018 - July 2022