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|  | Hila Sharif |
| 1/19/2010 |  |
|  | 28 Durness Avenue, Toronto, ON M1B 4Y8, Canada011-647-880-4452hilasharif@gmail.com |

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|  | ObjectivesObtain full time employment teaching English as a foreign language in an environment where I can utilize and develop my existing skills.EducationUniversity of TorontoBachelor of Arts (Hon) – English specialist | 2008West Hill Collegiate InstituteOntario Secondary School Diploma | 2004experienceOlympian Financial Inc. / VERICO Dynamic Mortgages**Assistant (Financial Planning and Mortgages)** 2008 – CurrentCommunication with clients and partnersManaging Mortgage Approval processGeneral Office Operations**REMAX** **Receptionist**2007 - CurrentOrganizing Appointments and MeetingsClient CommunicationData Entry | Preparing legal documents(Agreements of Purchase and Sale and other related forms) **Masseys Restaurant** **Waitress**2006 - 2007Customer ServiceCashierVolunteer experienceCetena Group (Afghanistan)**Orphanage English Teacher**2006-2008Teaching and reviewing the English alphabet, conversational phrases, regular and irregular verbs to children aged 4-13skills**Computer skills**

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| M MS WORD MS EXCEL MS POWERPOINT | AdvancedBasicBasic |

**Typing** 85 words per minute**Others**Ontario Drivers LicensereferencesMade available upon request. |
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