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|  | Hila Sharif |
| 1/19/2010 |  |
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|  | Objectives  Obtain full time employment teaching English as a foreign language in an environment where I can utilize and develop my existing skills.  Education  University of Toronto  Bachelor of Arts (Hon) – English specialist | 2008  West Hill Collegiate Institute  Ontario Secondary School Diploma | 2004  experience  Olympian Financial Inc. / VERICO Dynamic Mortgages  **Assistant (Financial Planning and Mortgages)**  2008 – Current  Communication with clients and partners Managing Mortgage Approval process General Office Operations  **REMAX**  **Receptionist** 2007 - Current  Organizing Appointments and Meetings Client Communication Data Entry | Preparing legal documents (Agreements of Purchase and Sale and other related forms)  **Masseys Restaurant**  **Waitress** 2006 - 2007  Customer Service Cashier  Volunteer experience  Cetena Group (Afghanistan)  **Orphanage English Teacher**  2006-2008  Teaching and reviewing the English alphabet, conversational phrases, regular and irregular verbs to children aged 4-13  skills  **Computer skills**   |  |  | | --- | --- | | M MS WORD  MS EXCEL  MS POWERPOINT | Advanced Basic Basic |   **Typing**  85 words per minute  **Others** Ontario Drivers License  references  Made available upon request. |
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