

# JASMINE NAUR

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## Education

**Associate of Arts:** Arts, Expected in 06/2025

**LaSalle College Vancouver** - Vancouver, BC

**Certificate in Office Administration :** Office Administration, 08/2023

**Flair College of Management And Technology**

## Professional Summary

Well-qualified as a dispatcher with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals. Ready to leverage training and experience to take on new professional challenges.

## Skills

Time management skills

Verbal Communication

Customer Service

Schedule Management

Document Preparation

Scheduling appointments

Site Safety Management

Logistics Planning

Environmental awareness

Documentation Management

## Technical Skills

- **Computer proficiency - MS Word, MS Excel, MS Outlook, Surveillance Systems, Dispatch operator**
- **Drive operator to relocate**

## Work Experience

**Dispatcher, Building Site,** 12/2023 to 08/2024

**Genius Security** – Vancouver, BC

- Managed high-stress situations calmly and effectively, ensuring timely assistance to those in need..

- Collaborated with fellow dispatchers to maintain a seamless workflow during shift changes.
- Maintained accurate records of all dispatched calls, improving data tracking for future analysis.

**Save on Foods** , 10/2023 to 11/2023

**Save on Foods** – Coquitlam, BC

- Greeted customers entering store and responded promptly to customer needs.
- Built relationships with customers to encourage repeat business.
- Helped customers complete purchases, locate items, and join reward programs.
- Restocked and organized merchandise in front lanes.

**Bakery Worker**, 02/2022 to 06/2022

**Tim Hortons** – Burnaby, BC

- Collaborated with team members to maintain a positive and productive work environment, ensuring smooth daily operations.
- Arranged bakery displays to showcase baked goods, cakes, and pies to drive product sales.
- Packaged customer purchases with care and strong organizational skills to facilitate easy carrying and prevent product shifting.
- Ensured consistent quality by adhering to strict food safety regulations and sanitation guidelines throughout all stages of production.

## **Languages**

**English**

**Hindi**

**Punjabi**