

EBONY TEMPRAL

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Over the past 9 years, I have had the opportunity to apply my knowledge and skillset across various industries. I am highly organized and adaptable; my work ethic, professionalism and eye for detail have always exceeded expectations and have been reflected in my ability to improve efficiency and productivity in past roles.

EXPERIENCE:

Product Usage Tracker. Dr. Oetker Canada Ltd. 2022 – 2023.

Regulated ingredient applicators and completed precise calculations. Recorded observations in Excel spreadsheets, supplying valuable data for review by quality assurance. Conducted visual inspections of products and provided ingredients in a timely manner (Walkie Stacker trained).

Head of Digital. On The Hour News. 2018 – 2019.

Managed a team of digital reporters. Edited, proofread, and fact-checked articles for daily publishing. Oversaw content strategy and execution on Twitter and Instagram to enhance the organisation's online presence and engagement.

Online Content Writer. Eligible Magazine. 2019.

Created weekly articles on food, travel, and health using WordPress. Conducted thorough research and interviews with industry professionals. Crafted compelling promotional content for local events and businesses, boosting their visibility and outreach.

Data Entry Clerk. Smith & Temporal Ltd. 2014 – 2018.

Managed accounts receivable, entering cheque data into the QuickBooks accounting system; identified and resolved inconsistencies or missing information to maintain accurate closing balances.

Office Administrator/ Front Desk Clerk. Pirates Week Festival. 2016.

Greeted visitors, answered incoming calls and replied to emails. Liaised with the finance department to streamline product and equipment orders. Designed social media advertisements. Perform regular checks for effective inventory and database management. Scheduled and coordinated meetings. Managed travel and accommodation arrangements for performers and vendors.

Bank Receptionist. National Commercial Bank. 2015.

Welcomed customers and assisted with everyday banking transactions. Answered customer inquiries and directed them to appropriate bank personnel. Ensured the waiting area was clean and stocked with forms, slips and brochures. Provided general administrative support through filing and document preparation.

SKILLS:

Computing: SAP software, Microsoft Office, QuickBooks, Canva, WordPress, web and internet applications.

Administrative: Organizing, scheduling, internal and external correspondence, multitasking, troubleshooting.

Interpersonal: Teamwork, active listening, strategic, empathic, motivational, relationship building.

EDUCATION:

Ontario Tech University - Bachelor of Arts – Communication and Digital Media Studies.

Seneca College - Diploma (with Honours) – Journalism.