

NAOMI PAPAVERO

BUSINESS PROFESSIONAL

SKILLS AND ABILITIES

- Excellent oral and written communication skills in English and Spanish
- Reliable team member, proficient at organization, and seeks improvement
- Proficient in Excel and expanding skills through University studies

WORK EXPERIENCE

File Clerk & Administration

HT & Associates (May - August 2020)

- Organized and maintained client tax files, easing their retrieval and removing unnecessary information
- Communicated with clients about their personal and corporate tax information, retrieving relevant information for them and overall facilitating their financial responsibilities
- Prepared, organized, and reconciled receipts and financial records for bookkeeping, increasing efficiency

Teaching Assistant (Economics)

Redeemer University (2020 - Present)

- Developed and edited student resources, resulting in students having access to higher quality course material and encouraging student engagement
- Addressed student concerns and provided them with instruction on matters regarding the course, facilitating student learning

Customer Service & Cashier

Freson Brothers (2018 - 2019)

- Enhanced the customer experience by handling product quality concerns, providing information, and facilitating customer engagement through membership programs and

EXTRACURRICULARS & VOLUNTEERISM

AEI Executive Council

American Enterprise Institute (August 2020 – Present)

- Engage students in political and economic discussions by hosting events and programs

Justice Semester

For Freedom International (January – April 2019)

- Gained knowledge, through this gap semester program, about important work being done to fight against sexual exploitation

CONTACT INFORMATION

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EDUCATION

Redeemer University

Bachelor of Arts, Honours Business Management – Co-op

- Minor: International Politics & Studies

- Expected Completion: December 2024

- CGPA: 11.4 (Dean's and Provost's lists)