Mahsa Ehtemam

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# OBJECTIVE

To join Ashfield Healthcare Canada’s pharmaceutical sales team, where we can accomplish a common goal. I pride myself with the ability to lift everyone around me up and we all bring each other to the reach our potential, exceed sales targets, and provide exceptional service.

**EXPERIENCE**

## Waterfront Business Centre, North Vancouver *- Office Manager*

MAY 2017 - JANUARY 2019

* Oversaw multiple business units within the conglomerate of professional medical services
* Managed sensitive information flowing from legal to government bodies
* Dealt with multiple personality types, promoting a healthy work environment to promote efficiency
* Created efficient schedules and organized meetings with professionals to build the business

## Michael Kors, West Vancouver *- Sales Supervisor*

NOVEMBER 2017 - AUGUST 2018

* Built and maintained repeat clientele by utilizing personal client book and assisting staff with utilizing their client books
* Supported and encouraged staff to provide the highest level of customer service while meeting personal and store sales goals
* Provided staff supervision and guidance, complying with all company policies, procedures and directives

## Starbucks, North Vancouver *- Shift Supervisor*

MAY 2015 - DECEMBER 2016

* Delegated duties to employees, ensuring deadlines and goals were met
* Worked with management to ensure customers were taken care of in the most efficient and helpful way
* Implemented new corporate initiatives, ensuring the team received communication and guidance with new corporate strategies
* Organized team building exercises and bonding experiences to ensure a fun and exciting work environment

## V.I. Meditech, Vancouver *- Sales Representative*

APRIL 2011 - SEPTEMBER 2012

* Marketed in home medical devices, that promote healthy air quality
* Sourced my own leads and maintained contact with prospects
* Created a vivid image for clients’ future health
* Diagnosed and analyzed each individual's unique needs and provided a customized solution

# EDUCATION

## University of British Columbia, Vancouver *- Bachelor of Science*

September 2013 - December 2018

* Major in Biological Sciences
* Dean’s List

*References available upon request*