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jaidesteeves@gmail.com

Jaide Steeves

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| Objective | To expand my knowledge and find something I am passionate about while keeping up a professional appearance and having fun. |
| Skills & Abilities | * Proficient in Microsoft Office and related software (eg. Word/Teams/Excel). * Strong mathematical skills, having experience in multiple positions ranging from mathematical literacy to the management and balancing of large sums. * Experience in tax management. * Strong data entry and typing skills, averaging 71 words per minute. * Capable of prioritizing large-scale responsibilities whilst multitasking. |
| Experience | Scotiabank contact centre - halifax, ns Senior Customer Care Advisor – Wealth (MFDA Licensed)  January 2021 – Present   * Strong analytical abilities emphasized by a solution’s focus with clients in a prompt manner. * Co-ordination/management of a variety of requests while navigating numerous internal platforms and maintaining honesty/integrity alongside Scotiabank’s core values. * Working knowledge of financial statements, credit structures, risk appetites, and financial sales in regard to the sale of mutual funds.  Comark - salmon arm, bc Manager (shift)  September 2017 – March 2019   * Received and processed customer transactions. * Balance allocation at beginning and end of day. * Trained in loss prevention/risk management. * Handled scheduling, teams, phone calls/meetings, and bank deposits. |
| Education | Dalhousie University, Computer Science – Halifax, NS Expected graduation date: May 2024. |
| Reference(s) | Available upon request. |