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250-463-1059

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.
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| Experience | Scotiabank contact centre - halifax, nsSenior 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.
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| Education | Dalhousie University, Computer Science – Halifax, NSExpected graduation date: May 2024.  |
| Reference(s) | Available upon request. |