

Michelle Sansano

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Education

- Graduated with honors from Ascension of Our Lord S.S.
- Completed 5 OAC credits including chemistry, english and physics
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Experience

Holidays 1996 - 1998

R & R Floral/U DO IT

Florist

- Making bouquets/floral arrangements
- Customer service/Cashier
- Opening and closing the shop
- Keeping shop up to standards of cleanliness.

December 1999 - March 2002

Sunrise Records

Key Holder

- Responsible for opening/closing, cash outs and trusted for security codes and bank deposits.
- Daily and weekly paperwork.
- Receiving inventory, pricing and merchandizing.
- Shipping back merchandise to the warehouse weekly.
- Counting inventory.
- Making signs, displays and banners.
- Keeping the staff and I up to date on upcoming artists and release dates.
- Also worked as a Ticketmaster representative. Answered questions, took care of long lines, ticket sales and large bank deposits.

October 2002 - February 2005

Lab Manager

Japan Camera

- Responsible for upkeep and maintenance of a Konica R1 Super digital photo station/printer and a Noritzu QSF 450 C-41 processor.
- Loading film for processing
- Printing 35mm negatives and slides, large format negatives, copy print work and digital imaging.

- Photoshop for special customers such as professional photographers.
- Keeping clean and up to the standards of a professional lab.
- Serving customers and cashier
- Keeping up to date on new camera models and the ever evolving world of photography.
- Selling film, frames, albums, cameras and camera accessories.

April 2005 – August 2006
Staff

Friendly Grill

Counter

- Cashier
- Serve at hot table during lunch rush
- Washing Dishes
- Clearing Tables
- General end of day cleaning duties.

August 2006 - November 2007
Event Planner

Fable House

- Booked venue, talent and sound staff
- Marketing and promotions
- Designed and distributed flyers and promotion materials
- Decorated venue, making all signage and programs
- Co-ordinated staff and assigned all duties
- http://www.thestar.com/life/2007/05/22/fable_house.html

September 2006 – July 2008
Manager

Gorilla Bones

Screenmaker/

- Reclaiming 20-30 silk screens per day.
- Coating 20-30 screens with emulsion daily.
- Exposing, rinsing and touching up all necessary screens for the following day.
- Answering the phones/customer service, taking orders, entering orders into the system, filing orders and placing in priority.
- Separating artwork into colour layers in illustrator.
- Delegating work load to printers.
- Making supply orders and dealing with local supply reps.

April 2007 – December 2007
Piercer

Strokes N' Needles

- Keeping shop up to health board standards of cleanliness
- Performing body piercing services
- Customer Service

July 2008 – May 2009
Piercer

Sister Salvation

- Keeping shop up to health board standards of cleanliness
- Organization, paperwork and book keeping
- Performing body piercing services

August 2009 - April 2010
Warehouse and RMA Co-ordinator

Xcel Software

- Picking and packing
- Shipping with UPS, FedEx, Purolator and Canada Post
- Sending invoices
- Receiving stock and inventory

April 2010 - February 2014
Urban Ink
Piercer/Tattoo Artist

- Keeping shop up to health board standards of cleanliness
- Organization, paperwork and book keeping
- Performing tattoo and body piercing services
- Flyer design
- Inventory
- sterilization of equipment and work areas

Additional Information

- I am very creative and a quick learner.
- I am at my best when being challenged creatively.
- Photography and photoshop are a passion.
- Certified lifeguard (Bronze Cross and Bronze Medallion), which means I am trained in AR, CPR, first aid and emergency procedures.
- I became ill and went on ODSP during my time at Urban Ink. I have been working on my health ever since and am ready for a remote position.

References

Available upon request.

