

CYNTHIA MORALES

PERSONAL PROFILE

An experienced Wordpress Web & Graphic Designer and Social Media Manager, Experienced in Office Management as a Sr. Administrator. Seeking an opportunity to work with a well-established company in which I can utilize my knowledge & creative skills in assisting in the overall performance of its facility where strong personal drive, high-productivity, and well-developed communication skills are desired.

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

ACHIEVEMENTS

Most Outstanding & Best Marketer
Toronto Fall Home Show | 2016

Best CSS Award for Best Websites
for Mory & Co. | Jan 2017

PROFESSIONAL SKILLS

Social media management - Hootsuite For Business
Web design - WordPress
Creative content development
Project management
Adobe Photoshop CC & Illustrator CC
E-mail Campaigns - MailChimp & Constant Contact
Market research
Microsoft Office

GET IN TOUCH

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WORK HISTORY

Human Resources & Payroll Admin | JHSC Associate

Lowe's Canada (RONA Banner) | 2021 - Present

- Manage job postings and consult with upper management to determine which qualifications are needed for specific job descriptions
- Conduct interviews for job candidates and ask the right questions about experience and education
- Review a candidate's references
- Educate candidates about potential responsibilities and benefits
- Determine which candidates are best-suited for a job position
- Perform orientations for new employees
- Manage paperwork for companies
- Payroll processing and review
- Issue and discrepancy resolution
- Hour and time tracking
- Month-end and year-end reporting
- Team mentorship and support
- Conduct regular workplace inspections & reporting any incidents
- Attend to worker concerns about worksite health and safety
- Identify potential safety hazards & consult and liaise with workers and management on all workplace health and safety matters

Mortgage Agent

ULTM Group - Verico | 2020 - 2022

- Network with branch managers, realtors, and clients to build a referral business
- Analyze applicants' financial status, credit, and property evaluations to determine the feasibility of granting loans
- Guide clients through all aspects of the mortgage loan from application to funding

Creative Director

Grid HQ | 2010 - Present

- Developed a social media strategy to increase online visibility of various clients
- Managed social media & created creative content for daily postings
- Design & development of client websites
- Graphic design for digital & print
- Designing logo & brand identity
- Working with various clients from different industries

Sr. Marketing and Operations Manager

Milano Haircare Supplier, Inc. | 2013 - 2016

- Managed social media & created social media for daily postings
- Designing all marketing materials
- Event planning for hair shows & classes
- Graphic design & photography
- Warehouse management - shipping & receiving
- Inventory control & logistics
- Accounts receivable & accounts payable
- Assisting in the overall duties of the CEO in all administrative task

EDUCATION BACKGROUND

Mortgage Agent

Real Estate & Mortgage Institute of Canada Inc. | 2020

- Mortgage Agent Course Certificate for Licensing (RMAC)

Dental Office Administration & Chair Side Assistant

CDI College of Business, Technology & Health Care | 2005

- Diploma