

Anne Cilissen

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Skills & Abilities

COMPUTER SKILLS

- Proficient in programming MS Office suite (Access, Excel and Word)
- Basic knowledge of WordPress, HTML and Cascading Style Sheets
- Technology troubleshooting
- Troubleshooting: Windows 7, 8 and 10
- Basic Knowledge of SQL Server database management and querying
- Advanced database management of MS Access

TRANSFERABLE SKILLS

- Very adaptable, systematic, multi-tasking, highly organized and quick learner
- Precise, detail oriented, creative, problem solver, positive attitude, interpersonal skills
- Languages: French, English, Spanish

Experience

2009 - 2016 | DATABASE ASSISTANT | EMANAGE CRM DEVELOPMENT, LANGLEY, BC, CANADA

- Enter, process, edit, update, extract and compile data
- Support monthly data updates while ensuring timely delivery
- Preparing and shipping fulfillment files
- File management, file conversion operations
- Automating MS Access and Excel for repetitive and routine tasks
- MS Access database management
- Inventory management and preparing reports

2002 - 2009 | PROGRAMMER | SELF-EMPLOYED, ABBOTSFORD, BC, CANADA

- Design, development and management of web sites
- Design, development of personalized software
- Database management
- Graphic design and desktop publishing

2008 | TUTOR | CLUBZ! IN-HOME TUTORING SERVICES, ABBOTSFORD, BC, CANADA

- Tutoring French, Chemistry, Math, Social Science

2008 | TEMPORARY POSITIONS | VALLEY PERSONNEL LTD, ABBOTSFORD, BC CANADA

- Data Entry Clerk (Meadowridge School, Maple Ridge, BC)
- Database Management (Meadowridge School, Maple Ridge, BC)
- Data Export/Import, Mail merge (Weber Auto-Motion, Abbotsford, BC)

2002 - 2003 | WEBMASTER | FRASERWAY RV CENTRE LTD, ABBOTSFORD, BC, CANADA

- Design, development and management of web sites
- Graphic design including animation

1996 - 1998 | CHEMIST | JAMES METALLURGICAL SERVICES INC, ABBOTSFORD, BC, CANADA

- Analyze ore samples for precious metals using flame atomic absorption spectrometry

1995 | RESEARCH ASSISTANT | CENTRE D'ETUDES ET DE RECHERCHES VETERINAIRES, TERVUREN, BELGIUM

- Study performances of atomic absorption spectrometry (Graphite furnace)

1992 – 1995 | RESEARCH ASSISTANT | INSTITUT D'HYGIENE ET D'EPIDEMIOLOGIE, BRUSSELS, BELGIUM

- Analyze blood samples for heavy metals using flame and graphite furnace atomic absorption spectrometry

Education

ONLINE CLASSES | 2015 | PLURALSIGHT

- SQL Server 2012 Querying Part 1
- SQL Server 2012 Database Administration Part 1
- VBA Fundamentals
- Custom VBA Class Development
- Technology Troubleshooting Essentials
- Windows 10 Getting Started
- Windows 10 Troubleshooting

PROGRAMMER ANALYST DIPLOMA | 2000 | CDI COLLEGE, ABBOTSFORD, BC, CANADA

VOLUNTEER TRANSLATOR TRAINING FOR EMERGENCY SERVICES | 1996 | SARNIA, ON, CANADA

ANALYTICAL CHEMISTRY ENGINEERING | 1992 | INSTITUT MEURICE CHIME, BRUSSELS, BELGIUM

- Equivalent to a Bachelor's degree, specializing in Industrial Engineering assessment obtained Feb. 1996 at the Comparative Education Service - University of Toronto, Toronto, ON, Canada