

# OMAR MANASREH

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## OBJECTIVE AND SKILLS

A motivated individual seeking a position with potential for advancement, using extensive knowledge and practical experience in various management, marketing and government endeavors. A university graduate with a Bachelors of Arts in Political Science with an unparalleled work ethic with the ability to achieve and exceed goals and deadlines in team settings or independently. Using an array of experience ranging from various administrative duties to public interaction to always ensure positive results.

- Email Management
- Scheduling
- Processing Telephone Calls and Requests
- Ability to Work Independently
- Problem Solving
- Time Management
- Event Planning
- Public Interaction
- Proficient in MS Office
- Multitasking
- Team Leader & Player
- Written/Verbal Communications

## WORK EXPRIENCE

### Server/Variable Manager

*Milestones, Hamilton, Ontario*

*June 2016- Currently*

- ❖ Ensured that labor percentages were consistent to company standards while adapting to the restaurants volume.
- ❖ Responsible for handling cash outs, deposits and petty cash.
- ❖ Up-sold high-ticket menu items, liquors and wines.
- ❖ Provided excellent guest experiences using product knowledge and positive attitude.
- ❖ As a lead server I would be responsible for coaching and training new servers.

### Intern

*Office of the MP (Niagara Centre), Welland, Ontario*

*May 2017- Aug 2017*

- ❖ As an intern I assisted in various clerical duties such as, tending to phone calls, emails and filing paperwork.
- ❖ I also attended to constituents various issues, which included citizenship/immigration, CRA/Income Tax issues and finally any federal government benefit.
- ❖ In addition I was involved in event coordination for events hosted by community partners.
- ❖ Under supervision I was also given the opportunity to write blogs, website content, and help coordinate the design and content of the monthly e-newsletter.

### Assistant Manager Skechers,

*Hamilton, Ontario*

*Sept 2013- June 2016*

- ❖ Two key areas of responsibility during my tenure: Operations and Human Resources
- ❖ My responsibilities entailed scheduling, weekly reports, supply orders.
- ❖ HR interviewing and training staff.
- ❖ Ensured my team and I were consistently able to exceed sales goals.
- ❖ Provided excellent steps of service towards all customers.
- ❖ Focused on KPI's and adjusted accordingly.

## EDUCATION

### Brock University

*Bachelor of Arts in Political Science, September 2017*

### Iroquois Ridge High School

*Ontario Secondary School Diploma, June 2010*

## VOLUNTEER EXPRIENCE

### Brock Young Liberals

*Executive Member- Social Media and Marketing*

*Sept 2016-Sept 2017*

### Orphan Drug Act

*Marketing Co-ordinator*

*November 2016-August 2017*

### Liberal Party of Canada (Ontario)

*Youth Delegate For Hamilton Mountain Riding*

*October 2016*