

Linda Abdul Rahman

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General Customer Service:

Strengths:

Customer Service Creative Problem-Solving Teamwork Communication

Skills

- ***Sales & Upselling:***

Experienced in recommending products and services that meet customers needs, depending on what the company offers, I can provide information about the products extensively with knowledge about the product I would have memorized beforehand.

- ***Sending Email, Messages, and Calling:***

I have the ability to make calls and put in the task in the computer and make sure of a clients/customers account/information is put in correctly, I have the capability to follow up with clients and make sure appointments are set, and reschedule appointments as well, and can handle any questions they may have and search up anything they need in case of a unique situation, I learned this from two years of experience working a receptionist for a cleaning company.

- ***Basic and advanced Computer skills:*** I navigate through computers as well as by mobile phones daily and have basic knowledge of how to use, operate, maintain and manage computers to make schedules finish tasks and send emails/messages to clients/customer and colleagues/managers

- ***Asserting Authority:*** I'm able to assert my authority, in a assertive but very professional and polite manner.

- ***AI: writing / editing / academic experience:*** Applied critical thinking to assess arguments, identify bias, and ensure factual integrity Identified inconsistencies, misleading claims, and low-quality outputs using defined evaluation criteria

- ***I've used AI a couple times in my own work and have:*** Evaluated AI-generated responses for clarity, factual accuracy, and appropriateness across varied prompts, adding my own insights and originality

- My experience in analyzing quality work was absorbed through tutoring children/teens/adults grades from 6-12 also grading work for my teachers students while being in that same English class. I've made my own AI program and used it to make more authentic and human like responses

- Worked independently in a remote environment, managing time and tasks effectively
- *Quick Pace* and can slow down whenever needed
- *Sanitation and Hygiene*
- *Time Management*
- *Proven track record of quality work*
- *Strong attention to detail*
- *Consistency in delivering high standards*
- *Efficient and organized*
- *Trustworthy and dependable*
- *Familiar with professional cleaning tools, products, and techniques*
- *Proactive problem-solver*
- *Positive and professional attitude*
- *Ability to handle 50lbs to 70lb*
- *Ability to multitask and give orders or take orders*
- *Great at working fast and managing time*
- *Speak perfect English fluently*
- *Patient with and friendly to everyone*
- *Open to healthy and kind criticism*
- *Always striving to be better and open to learning new skills*
- *Continuous learning / curiosity*

Education:

Sturgeon High school Collegiate

2025

Academics: Mathematics Pre-calculus, Comprehensive English, Physics, Biology and Chemistry, History, Literary English literature , French, Arabic , and Religion/ Culture.

Vocational Studies: Hairstyling(finished completely in 2025) and cooking (had for two years)

Experience:

Personal: 3 years of professional experience in babysitting and cleaning.

Jobs: Receptionist for cleaning company for 2 years and hairstyling company for 3 years, tutoring and grading papers for grades 6-12 for 6 years

Volunteering:

3 years of volunteer work of Serving/service and training at BBQ hut restaurant: including customer service, cooking, putting in ordering food, serving ,restocking supplies and shelves, inventory management and hosting, 50+ hours of High school volunteer work for multiple events such as hosting and score keeping for basketball, volunteering at craft sells and hairstyling events etc.

Certifications and Government Checks:

CPR, First Aid, Commit to kids, Accessible Customer Service, WHMIS, Hairstyling and Haircut Services, Food Handler Certification, Food Safety Manager Certification, HACCP Certification.

Criminal Background Check, Child Abuse Registry Check

