

City of London - Application for Appointment to a City of London Board or Commission

Application

Please choose the Board or Commission you are interested in serving on: **London Public Library Board**

Contact Information

Name: **Rania El Hadary**

City: **London**

Province: **ON**

Postal Code: **N6E 2R3**

Experience and Qualifications

If you have experience on a London Board or Commission, please provide dates and details. (max. 3000 characters):

I don't have experience on a London Board or commission, but I have experience in the data entry, leadership, management and supervision of teamwork,

What do you hope to contribute or learn as part of a Board or Commission? (max. 3000 characters):

I want to serve my community through advocating for the library, establishing the organization as an essential community service and critical infrastructure.

How will you support the work of a Board or Commission? (max. 3000 characters):

I will support the board, or the commission based on my experiences in the data entry, leadership and management business in my Career and my background in psychology field.

Please describe additional experience, training, or community involvement that will help you in your role as a Board or Commission Member. (max. 3000 characters):

**Shift manager training session program,
Experience in franchise restaurant as shift manager
Bachelor's degree in psychology form Brescia, Western**

Attach resume or other document here, if needed: **Rania El Hadary Resume-Sep. 10, 2022.pdf**

Attach more files here, if needed:

Confirmations

I declare the following: **I am a resident of London. ; I am at least 18 years old.; I am not a City employee or Council member.; I understand that my application and any attachments will be included on a public agenda that is published on the City website.**

To help inform our outreach activities, please tell us how you heard about this opportunity: (optional): **Other**

If you selected 'Other', please specify: **HIKMA**

Submitted on: **10/19/2022 5:01:55 PM**

RANIA EL HADARY

London Ontario, N6E 2R3

PROFESSIONAL SUMMARY:

- Diligent Data Entry Clerk supports office operations by entering and updating information into company databases. Edits files, and scans documents and updates customer accounts. Provides additional assistance by supporting company teams and delivering strong customer service.

SKILLS:

- Good listener
- Verbal and written communication
- Problem solver
- Fast learner
- Quality control
- Time management

EXPERIENCE:

MARCH 2017 - JANUARY 2022

Data Entry Clerk, Hadary Consulting Services Ltd., London, Ontario

- Created comprehensive Excel spreadsheets to organize large datasets.
- Transferred data from hard copy formats into computer files and database systems.
- Created comprehensive Excel spreadsheets based on large data sets.
- Verified information carefully and assigned proper classifications to eliminate errors.
- Managed daily data entry tasks in high-volume environment.
- Maintained workflow priorities in accordance to established standards and guidelines.
- Recommended strategies to improve and strengthen job processes for data quality control, retention, and disaster recovery.

FEBRUARY 2015 - NOVEMBER 2017

Shift Manager, Popeye's Louisiana Kitchen, St. Thomas, Ontario

- Communicated clearly and professionally, contributing to a positive and productive workplace.
- Actively up-sold customer orders, increasing monthly sales by 10%.
- Reviewed, sorted out food products, counted the store inventory.
- Welcomed, greeted, and listened to the customers and solved their complaints.
- Supervised the staff, operation, sales, and customer services.
- Checked the cleanliness and hygiene of the kitchen, front desk, lobby and the washrooms.
- Counted the daily cash in each till, print the deposit form and deposit it to the bank.

EDUCATION:

Bachelor of Arts: Major in Psychology-2017

Brescia University College, University of Western Ontario, London, Ontario