

François (Frank) Tessier

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Executive Assistant

Being an Executive Assistant at Partners Advantage GMAC Real Estate, Brokerage is also being part of a challenging work environment.

Professional Skills:

- Strong written and oral communication skills in both official languages;
- Ability to effectively prioritize tasks and resolve issues in a high-pressured environment;
- Work well within a team environment, able to prioritize and manage multiple deadlines;
- Ability to bring a wide range of perspectives to analysis and management decision making;
- Very construction and hands on oriented.
- Excellent knowledge of Microsoft Word, Excel, PowerPoint and Windows Platforms;
- Enthusiastic, energetic, resourceful and dependable;

Education:

- Ontario Real Estate Association Phase I (Aug. 2008- present)
- Building Environmental Systems Operator Class II (Jan. 2008- present)
- The Fastenal school of business
 - Introduction to industrial/commercial sales and management training.
- Taken one semester of classes in the Construction Engineering Technician program (Algonquin College)
 - Basic knowledge in Surveying and Engineering mechanics.
- High school Diploma

Professional Experience

Dec. 2006 – Present

Site Supervisor for ING Real Estate Canada

- Perform prudent building maintenance and conduct regular property inspections to ensure a comfortable and safe environment for the building occupants;
- This position includes increasing the longevity and efficiency of all base building equipment and insuring timely, reliable and courteous customer service and response to tenant complaints;
- Key responsibilities include, but are not limited to; customer service, environmental, safety, property risk management, property inspections, operations and maintenance;
- In charge of key tenant fit-ups and demolitions while managing different contractors.

Feb. 2005 – Dec. 2006

**Assistant General Manager/Branch Operations/Sales
Fastenal Company Canada, Ottawa**

- Perform all aspects of running a business while maintaining profitability and customer service;
- Successfully managed and assisted in developing a new branch;
- Responsible for managing customer accounts including inside/outside sales, marketing, price control, forecasting and shipping/receiving;
- Internal responsibilities include inventory control, internal audits using systems of internal control, training new employees and accounts receivable/payable;
- External responsibilities include gaining new accounts, maintaining customer satisfaction and deliveries;
- Everyday use of computerized procurement, inventory management and financial systems.

Oct. 2002 – Nov. 2004

**Apprentice Plumber
Icraft Plumbing Ltd., Ottawa**

- Responsible for installing/repairing all related plumbing in the residential field, including underground piping, copper and aquapex waterlines, rough ins, bathtubs, showers, Jacuzzis and finishing.

July 1999 – Jan. 2003

**Sales representative
Future Shop, Ottawa**

- Sales representative in the mobile audio/home theatre department;
- Duties included achieving sales goals, merchandising and training new employees;
- Demonstrated management decisions while often left in charge of mobile audio;
- Achieved top 10% in sales numerous times out of 242 salespeople across Canada;

June 1998 – July 1999

**Automotive Technician
Mr. Lube, Ottawa**

- Duties included, oil changes, transmission oil changes, radiator flushes, fuel system cleanings, maintenance of all fluids/oils under the hood and gain awareness of worn/broken tires, suspension, fuel lines and undercarriage damage.

Personal Interests and Information

- Personal interest in Real Estate
- Royal Canadian Army Cadets –from 1993-1995 (Corporal in rank)
- Volunteer Carrier for Kidney foundation of Canada
- Enjoy participating in all sports including hockey, basketball volleyball and golf
- Working out regularly and maintaining a healthy lifestyle
- Traveling, photography and all outdoor activities

References available upon request