

Ilinca Stafie

437-984-6595

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www.ilincams.com

EXPERIENCE

University of Toronto, Toronto, ON — Office Assistant

September 2016 - March 2020, August 2021 - Present

- Handled inquirers respectfully and directed them to the appropriate offices
- Assisted the Registrar and Admissions Officer with filling, data entry and other office tasks quickly and accurately

DePaul University, Chicago, IL — Receptionist

September 2020 - June 2021

- Handled phone calls respectfully and directed inquiries to the appropriate offices
- Communicated updates and reception activity to management in a timely manner

DePaul University, Chicago, IL — Course Coordinator

November 2020 - March 2021

- Checked-in and communicated with course instructor and students in a consistently and respectfully
- Prepared information and materials for students creatively and practically

University of Toronto, Toronto, ON — Orchestra Manager

September 2018 - March 2020

- Communicated politely and effectively with the box office, events managers, orchestra members and conductors
- Kept track of and met the needs and concerns of the conductors and theater staff

EDUCATION

Depaul University, Chicago, IL — Master of Music Performance (22 credits completed)

September 2020 - June 2021

University of Toronto, Toronto, ON — Advanced Certificate in Performance— Bachelor of Music Performance

September 2015 - April 2020

SKILLS

D2L

Google Suite

Microsoft Office Suite

ResSched

LANGUAGES

Romanian

French