

# STEVEN BELLOS

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## OBJECTIVE

Friendly and enthusiastic individual with great communication skills and quick learner seeking a position in Data Entry

## SKILLS

- Fluent in English
- Creative, hardworking, highly reliable, punctual and organized individual, attention to detail
- Excellent Teamwork abilities, Independently and communication skills
- Flexible schedule
- Can type up to 50 words per minute

## WORK EXPERIENCE

### Freelancing, Websites and Designs (2012 – Present)

- Created websites for independent video games
- Created posters and logos, for family and friends
- Working with government agency WoodGreen in obtaining a permanent position in Data Entry

### Website Support, Nixest LLC (2012 – 2013)

- Handled client issues ranging from script installations and configurations to fixing common errors and login issues
- Utilized Client EXEC to manage billing and account upgrades, cancellation and various other tasks
- Performed minor maintenance on WHM/cPanel including customization of cPanel theme
- Created various types of layouts for a variety of clients needs and made professional adjustments when necessary

### Graphic Designer, Top Uniforms (2011 – 2012)

- Work ethic and quality of work allowed for the opportunity to be hired full time upon graduating from Centennial College from originally being a student on placement
- Primarily worked in retrieving and placing school information from the database into appropriate programs
- Progressing into my field of expertise, the design of school promotions for sporting goods

## EDUCATION

### Centennial College (2015-Present)

- Programme Communications, Computer Systems Technology and Networking

### Centennial College (2008-2011)

- Programme Communications, Media and Design Ontario College Advanced Diploma in Graphic Design – Media

### Danforth Collegiate and Technical Institute (2003-2008)

- Ontario Secondary School Diploma