

VJOLLCA KALAJA

79 Sunset ridge
Vaughan, ONT L4H 1W1

905-552-1511
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PROPERTY MANAGEMENT

Possesses excellent management skills. Familiar to secure compliance within limits of management agreement, condominium law and related legislation to the industry. Recognized by peers for multi-tasking, organizational, and time management skills. Customer focused, positive and professional attitude. Flexibility related to scheduling. Computer literate: MS Word, Excel, Power Point, E-mail and the Internet.

INDUSTRY CERTIFICATION

RCM (ACMO Property Management Courses)
Humber College, Etobicoke, On

completed
Completion Date of mid-2010

RELATED EXPERIENCE

Property Administrator

2008-2011

1- Simerra Property Management INC •

- Customer Service
- Filing, purchase orders, invoice preparations, petty cash operations
- Assistant to property manager, to AGM, turnover and board meetings

2- Condominium Corporation YSCC 892 •

2007- 2008

Gym Supervisor

- Authorize gym memberships
- Report damaged equipment
- File and record customer complaints
- File and record paperwork

OTHER EXPERIENCE

Lasenza • Toronto, Canada, Vaughan Mills
Customer Service
Cash Receipt, Cashier

2004- 2006

Canadian Call Inc. • Toronto, Canada
Telemarketing Representative

2000-2003

EDUCATION

Degree in Economics
University of Tirana, Tirana, Albania

1986-1990

Degree in Law
University of Tirana, Tirana, Albania

1994-1999

Multilingual ability in English, Albanian, Italian