

Alexandra Yako

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Bachelor of Paralegal Studies with Honours. Six years coordinating confidential records, schedules and correspondence in law firm and corporate settings, now focused on healthcare administration.

READY FOR ONBOARDING

Current Vulnerable Sector Police Check

Up-to-date immunization record, including TB test

Authorized to work in Canada, no sponsorship required · drives, commutable across the GTA

EXPERIENCE

Administrative & Recruiting Coordinator

Promax Auto Parts Depot LTD · Vaughan, ON · 2023 – Present

- Maintain confidential employee and candidate records in HRIS and applicant-tracking systems, supporting reporting, payroll and attendance tracking.
- Coordinate recruitment end to end for warehouse, administrative and sales roles: postings, screening, and interview logistics across multiple stakeholders.
- Meet with hiring managers to define what each role actually needs, then run the process to fill it.
- Draft and manage offer letters, onboarding communications and supporting documentation.
- Work in line with company policy and procedure across hiring and records practice.

Administrative Coordinator

Constantine Law Firm · Toronto, ON · 2020 – 2023

- Ran reception and registration: greeted clients, checked them in and out, booked appointments by phone, and covered a multi-line phone.
 - Handled private client information and documents, maintaining confidentiality and ensuring materials were shared only with authorized parties.
 - Drafted correspondence and prepared documentation for internal and external stakeholders.
 - Coordinated scheduling, interviews and office logistics, acting as liaison between management, staff and external partners.
 - Supported onboarding for new staff and organized orientation materials.
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EDUCATION

Bachelor of Paralegal Studies with Honours · Humber College, Toronto · Completed 2023

SKILLS AND TOOLS

Confidential records handling · reception and registration · scheduling and calendar management for executives and teams · drafting letters, emails and formal correspondence · data entry and records maintenance · complaint resolution · multi-line phones · training and onboarding new staff · 60+ wpm typing

Word · Outlook · Microsoft Teams · SharePoint and SharePoint lists · OneDrive · PowerPoint · Microsoft Access · Microsoft Planner · Google Workspace · Google Calendar · Calendly · Zoom · Adobe Acrobat · Canva · HRIS and applicant-tracking systems

IN PROGRESS

TCPS 2: CORE, Canadian research ethics tutorial. Expected September 2026.

GCP (Good Clinical Practice). Expected September 2026.