

ANYA THOMAS

CONTACT

☎ 876-842-9581

✉ anya.thomas12@gmail.com

SKILLS

- Transcription
- Data Entry
- Planning
- Administrative Assistance
- Microsoft Office
- Beginner Photoshop
- Attention to Detail
- Communication
- Adaptability
- Digital Marketing
- Content Creation

PROFILE

A prospective graduate of the University of the West Indies currently pursuing a degree in Integrated Marketing Communications. My goal is to specialise in digital marketing and communication, advertising and social media management.

WORK EXPERIENCE

Sales Associate

Bath and Body Works

June 2022 - August 2022

- Consistently execute the selling model in a fun, team environment
- Met sales goals and expectations during scheduled shifts
- Assisted in building a highly satisfied and loyal customer base through engagement, uncovering needs, making product recommendations, sales conversion and capturing customer phone numbers/email addresses
- Functioned as a front-of-shop seller
- Support product replenishment activities that keep the store full and abundant
- Assisted with floorset execution, window changes, visual presentation and marketing placement as needed
- Used communications skills to persuade and assist customers in making purchases to increase conversion rate
- Abided by the values, policies, procedures and safety messages set in place by the company

Freelancer

2020-2022

Upwork

- Did jobs that required skills in proofreading, copywriting and editing
- Editing and fact-checking dissertation.
- Scriptwriting content for client

Researcher

August 2021

Searchers Researchers

- Completed research work for academic purposes

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WORK EXPERIENCE

Social Media Intern

Heart Trust Foundation of Jamaica in association with the Paediatric Association of Jamaica July 2023-September 2023

- Managed the client's social media platform
- Created and made posts and reels with the use of canva
- Liaised with HFJ as necessary for guidance
- Attend monthly check in meetings with HFJ via Zoom
- created posting schedule to help boost the analytics of the Instagram page
- kept a record of the analytics of the page and made any adjustments to the types of posts made

Stock Associate

Gap Inc June 2023 - August 2023

- Perform ticketing, stocking, picking, packing, counting, loading, and unloading, housekeeping and safety functions
- Ensure consistency in the quality of your work while meeting performance metrics in assigned work areas while creating a positive customer experience
- Collaborate with leaders/team members through constructive feedback to support process improvements and cost reductions
- Works under direct supervision and follows standard operating procedures to accomplish assigned tasks
- Ability to work in multiple departments as assigned while meeting performance metrics

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Researcher

Searchers Researchers

August 2021

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Transcriptionist

Transcribme

October 2020 to July 2021

- Transcription of audio documents for various business clients to the company

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VOLUNTEER WORK

Event Coordinator

The Bread of Life Ministries

2015 to 2018

The main planner of the annual summer camp banquet. Formed the committee; organized and executed events.

Secretary

The Bread of Life Ministries

May 2017-June 2017

Carried out administrative and secretarial duties such as filing and organization.

EDUCATION

St. Jago High School 2010-2017

Csec

Information Technology

- Biology
- Physics
- Chemistry
- Mathematics
- English Literature
- English Language
- Spanish
- Food and Nutrition
- Principles of Business

Cape

Biology Unit I and II • Physics Unit I and II • Chemistry Unit I and II • Caribbean Studies • Communication Studies

Hubspot Academy 2020

Certification in Social Media Marketing

The University of the West Indies 2017- 2020

BSc. in Marine Biology

The University of the West Indies 2021-Present

BA. in Integrated Marketing Communications

- Dean's List Recipient (Academic Year 2022-2023- Semester 1)
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