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Bernice Twili

Team leader

I am self motivated to work towards the ultimate goal. Good interpersonal and communication skills. I'm hardworking and disciplined. I can easily adapt to changing priorities with focus and diligence. Perceptive and detail oriented.

WORK EXPERIENCE

December 2017 - March 2019

Team leader | Litworld Organization

I was responsible for coordination among my team members,. I also received and welcomed guests. I used to oversee that the office is clean. I used to enter data into a computer and also do research. I acted as a mentor to many children and I inspired most of them

EDUCATION

2018 - 2018

Certificate in computer

Olympic Vocational Training Center

2014 - 2017

Certificate of Secondary Education

Uthini Girls Secondary School

2006 - 2013

Certificate of Primary Education

Olympic Primary School

SKILLS

- Ability to coordinate
- Answering telephones and call management
- Basic computer maintenance
- Cakes, pastries and confectionary
- Calendar management
- Collaboration
- Communication
- Confidence
- Cooking, food preparation
- Creative writing
- Creativity
- Decision making
- E-mail and internet
- Editing
- Efficiency
- Efficiency
- Email correspondence
- Internal communication
- Interpersonal communication
- Leadership skills
- Management of financial resources
- Meeting preparation
- Mentoring
- Motivational skills
- Multitasking
- Office administration, management
- Office reception
- Planning
- Planning and scheduling
- Presentation skills
- Public speaking
- Receiving and welcoming guests
- Secretarial work
- Storytelling
- Team building
- Team leadership
- Typing and note taking
- Verbal communication
- Written communication

LANGUAGE SKILLS

- English

HOBBIES

- Reading
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