

DANTE MORAIN

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<https://mrrain1234566789.github.io/portfolio/>

I am a student at the University of Trinidad and Tobago with a strong academic background, having earned 5 CXC passes. My passion for technology and computer literacy has driven me to develop a comprehensive understanding of Microsoft Office tools and I have also gained hands-on experience in HTML, CSS, email development, and email marketing. I am confident in my ability to apply these skills to real-world situations and I am always eager to continue learning and expanding my knowledge in the field.

EXPERIENCE

01/2022 – 09/2022

DATA ENTRY VOLUNTEER, ACCUDATA

- Accurately and efficiently entering large amounts of information into a computer system
- Strong attention to detail and ability to work quickly and efficiently.
- Following instructions closely and maintaining confidentiality of sensitive information
- Reviewing and updating records to ensure current and accurate information.
- Troubleshooting technical issues and working with the team to resolve problems.
- Supporting the organization by providing timely and accurate information
- Ensuring the data was organized and easily accessible.

01/2021 – 06/2021

CUSTOMER SERVICE REPRESENTATIVE, JADOOS

- Assisting customers with inquiries, concerns, and complaints, serving as the first point of contact
- Providing customers with accurate information and resolving issues
- Processing sales transactions and handling returns and exchanges.
- Operating the cash register
- Ensuring the customers receive the best possible shopping experience through exceptional customer service.
- Assisting in maintaining store cleanliness and organization, restocking shelves, and attractive visual displays
- Being the face of the store and ensuring every customer leaves with a positive impression
- Providing excellent customer service and helping customers in any way possible.

EDUCATION

06 2019

HIGHSCHOOL DIPLOMA, NORTHEASTERN COLLEGE

- Mathematics – Grade 2
- English – Grade 2

- Technical Engineering – Grade 1
- Electronics – Grade 2
- Mechanical Engineering – Grade 3

EXPECTED: 08 2023

DIPLOMA IN CIVIL ENGINEERING, UNIVERSITY OF TRINIDAD AND TOBAGO

SKILLS

- Html/CSS
- Computer Literacy
- Email Development
- Email management
- Wordpress

CERTIFICATES

- Computer Literacy
 - Microsoft Word
 - Excel
 - PowerPoint
 - Microsoft Access