

Naquisha Jean-Louis

Student

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To obtain a role in an area of interest, that I may contribute to while continuing to work toward my educational goals. Which will require me to utilize my 3 customer service, communication, organizational skills, and clerical abilities to ensure the efficiency of the facility.

WORK EXPERIENCE

Floor Staff

Regal South Beach Stadium 18 - Miami, FL - June 2014 to Present

Responsibilities

Concession, usher, and box office-Sweep floors, assist guests to their auditorium, sell concession items, rip tickets, clean theaters, sell tickets.

Skills Used

Customer Service

Shift Supervisor/Key Holder

TCBY Frozen Yogurt - Miami, FL - August 2013 to January 2014

Responsibilities

Opening and Closing

Cashier

Customer Service

Cleaning

Depositing

Skills Used

Customer Service

Intern

Culture Shock Miami - Miami, FL - October 2012 to June 2013

Responsibilities

Clerical duties

Accomplishments

Help inputting design ideas for Culture Shock Miami new website.

Skills Used

Computer literacy

Word processing

Spreadsheets

Communication

Attention to detail and accuracy

Customer service orientation
Communication skills - verbal and written

EDUCATION

BA in Visual Arts

Ai Miami International University of Art & Design - Miami, FL
2013 to 2016

High School Diploma in Graphics Design

Design and Architecture Senior High School - Miami, FL
2009 to 2013

SKILLS

Office (clerical) skills, Graphics Design, literate in Microsoft Word, Power Point, Excel, Quickbook. Adobe CS4-6 Illustrator, InDesign, Photoshop, Dreamweaver, Fireworks, Lightroom

ADDITIONAL INFORMATION

Clubs/Organizations:

Future Educators of America (FEA)

Environmental Club