**CURRICULUM VITAE**

BARBARA DZEKE DATE

9 FLORAVILLE DRIVE

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IRP NUMBER: R3511327

# PROFILE

HIGHLY DRIVEN, PASSIONATE AND SKILLED SALES PERSONNEL WITH TEN YEARS OF WORKING EXPERIENCE IN VARIOUS INDUSTRIES INCLUDING FOOD AND HARDWARE. DILIGENCE, EXCEPTIONAL INTERPERSONAL SKILLS AND AN EYE FOR THE FINER DETAILS ENABLES ME TO BE FOCUSED ON TIMELY, QUALITY COMPLETION OF GIVEN TASKS, NOT AFRAID TO TAKE ON NEW ROLES AND CHALLENGES. WORKS WELL UNDER PRESSURE INDEPENDENTLY AND AS A TEAM AND CAN RESOLVE ISSUES AMICABLY.

**WORK EXPERIENCE**

# Amazon SNN4 Fulfillment Center [31/07/2022-Present] (Fulfillment Center Associate)

* *Receiving, checking, sorting and stowing clients’ products*
* *Picking, packing and shipping clients’ orders*
* *Fire Marshall*
* *Problem solver*
* *First aider*
* Instructor
* Safety team
* Associate forum

# Farenheight Hardware [14/03/2013-31/03/2015] (Full-time Sales Supervisor)

* *Assist customers throughout the store with personal, customized services*
* *Receiving, checking and stocking of merchandize throughout the store*
* *Daily maintenance, orderliness and cleanliness of the sales floor and storeroom*
* *Performing all other duties as assigned by management*
* *Dispatching stock orders for online purchases and telephonic purchases*
* *Balancing the cash register at the end of the work shift*

# Fortune’s Kitchen [01/04/2015-10/03/2020] (Restaurant supervisor)

* *Meet, greet and seat clients*
* *Organize and coordinate reservations*
* *Preparing client’s menus*
* *Maintaining cleanliness and orderliness of kitchen area*
* *Dining room maintenance such as filling salt and pepper shakers*
* *Stocking condiments, rolling silverware in napkins and sweeping the floor*
* *Customer care service*
* *Working as a team*

**IT SKILLS**

* *Microsoft Office, Word, Excel, Power Point, Outlook and Explorer*
* **Problem-Solving**
* **Decision-Making**
* **Public Speaking**
* **Communication Management**
* **Self-Motivated and Disciplined**
* **Customer service**
* **English**

**EDUCATION AND TRAINING: Pitman College: Diploma in Human Resources Assistant (currently studying)**