

Efoe Romain Kuzo

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PROFESSIONAL SUMMARY

- Dedicated and highly motivated professional, seeking a position with an organization that offers opportunities for development and growth.
- Strong leadership skills with the ability to work well with diverse groups of people in a team atmosphere.
- Excellent time management skills and able to handle multiple tasks while adhering to strict deadlines.
- Dependable with a strong work ethic and eager for an opportunity to learn new skills.

AREA OF EXPERTISE

Communication Skills	Attention to Detail	Conflict Resolution
Teamwork	Organization	Analytical Skills
Problem-Solving	Interpersonal Skills	Project Management
Leadership	Customer Service	Multitasking
Adaptability	Creativity	Presentation Skills
Critical Thinking	Decision Making	

EDUCATION

Harry S Truman College – Chicago, IL

Associate in Applied Science Degree

Focus: Networking Systems and Technology

Currently Enrolled

GPA: 3.91

PROFESSIONAL WORK EXPERIENCE

Uber – Chicago, IL

January 2020 to Present

Transporter

- Provide safe and reliable transportation services to passengers
- Maintain a clean and well-maintained vehicle
- Adhere to traffic laws and regulations
- Communicate effectively with passengers to ensure a smooth ride

Hotel Sarakawa – Lome, Togo

July 2017 to January 2020

Front Desk

- Communicated with guests to meet their needs, ensured hotel policies were adhered to, and diffused situations when necessary
- Maintained guest satisfaction while completing all necessary financial, communication, and audit tasks
- Ensured front desk area was clean and organized, all mail and packages were distributed to appropriate departments, and correspondences were promptly answered
- Kept manager and other hotel staff aware of any rolling or new issues
- Brought a positive attitude to the team and offered guests a sense of ease and joy during their travels

Ramco Supermarket – Lome, Togo

October 2015 to July 2017

Store Associate

- Responded promptly to customer's inquiries and handled and resolved shopper's complaints
- Stocked product on shelves and directed customers to store products
- Emptied carts and ensured they were available for customers
- Performed closing duties, organized cashier area, re-stocked merchandise and prepared store for following day
- Ran register and ensured accurate deposits
- Bagged customer's items in a timely manner

ADDITIONAL SKILLS/ LANGUAGES

Microsoft Office: Word, Excel, and PowerPoint

Proficient in the following languages: English and French