

Curriculum Vitae

Sandra Tamakloe

Contact Information

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Education

-M.A. Economics, Memorial University of Newfoundland

-GDp. Economics (2023), Memorial University of Newfoundland

-BSc. Business Administration (2020), Ghana Communication Technology University- Accra, Ghana

Work Experience

Teaching Assistant (01/2023)

Memorial University of Newfoundland

-Providing attentive supervision and support to students during exams, addressing inquiries, and maintaining a calm and conducive atmosphere.

-Provided tutoring sessions for struggling students, leading to increased understanding and improved grades.

Customer Fulfillment Associate (05/2023)

Walmart, Canada

- Managed online customer orders by picking and packing items with precision and attention to detail.
- Utilized computer systems and handheld devices to accurately locate and retrieve merchandise for customer orders, ensuring timely fulfillment.
- Provided excellent customer service, addressing inquiries, resolving issues, and ensuring a positive shopping experience for online customers

Marketing Coordinator (01/2022-08/2022)

Buabeng Books Limited, Accra-Ghana

- Analyzed sales data and prepared marketing reports, contributing to successful marketing and advertising campaigns.
- Monitored and adjusted promotional content to achieve objectives and improve customer engagement.
- Tracked analytics for social channels, web traffic, and email campaigns to inform marketing strategy.
- Collaborated with creative teams to deliver productive marketing campaigns and increase brand awareness.

Customer Service Representative (10/2020 – 09/2021)

GCB Bank Limited, Accra-Ghana

- Coordinated inbound and outbound office mail and assisted with administrative duties to maintain organizational efficiency.
- Enhanced customer satisfaction by promptly addressing concerns and providing accurate information.
- Maintained a cash drawer and balanced it at the end of each shift.

-Developed strong product knowledge to provide informed recommendations based on individual customer needs.

Volunteer work (07/2018)

Children Are Reason Enough (C.A.R.E)

-Assisted with organizing charity events at orthopedic training centers and Health Care facilities, contributing to the success of fundraising efforts and community outreach initiatives.

-Coordinated visits to Pediatric Centers and orphanages, engaging with children and making meaningful donations to brighten their day and improve their well-being.

References

-Available upon request