

Kokoe Fiawoo

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A creative, highly organized and efficient professional with over 4 years of experience managing teams and clients. Very skilled in developing and managing budgets, meeting deadlines, managing crisis situations and working in a team. Proven track record in creating innovative solutions and strong sense of responsibility.

Work Experience

Receiving Team Member

Burlington Coat Factory - Dover, DE

October 2023 to Present

- Application of prices on clothing and placement of these in stores
- Application of the anti-theft device
- Good contact with customers
- Direct customers around the store

Inventory Manager

LE CHAMPION - Lomé

2021 to 2022

- Ensure that the shelves are stocked
- Check inventory
- Order the goods

Assistant Manager and commercial

WANI GROUP BUSINESS - Lomé

2020 to 2021

- Comprehensive administrative assistance to Management.
- Agenda follow-up. Review of documents suitability and file control.
- Sale of goods.
- Responsible for customer reception. Prospect.
- Develop brand communication strategies.
- Supply manager.
- Inventory management

Store Clerk

Concorde - Lomé

2018 to 2020

1. Arrange the items on the shelves.
2. Check price labeling. Welcome and advise customers.
3. Demonstrate items.
4. Collect payments.

5. Accounting for receipts at the end of the day

Education

Master's degree in Computer Science

Boston University - Boston, MA

January 2024 to Present

Bachelor's degree in International management

World education services

October 2016 to August 2019

Skills

- Reactivity
- Organization
- Rigor
- Determine
- Listening skills
- Customer service
- Organizational skills

Certifications and Licenses

Driver's License