

TAHARA GIBBS

675 Linden Blvd, Brooklyn, NY, 11203, USA · (929) 694-4039 · taharagibbs13@gmail.com

Work History

Registrar Assistant (FWS)

Medgar Evers College - Registrar Office

Brooklyn, NY

01/2024 – 03/2025

- Focused on performing receptionist duties; answered and made telephone calls to student, faculty, and staff as well as transferred students, faculty and/or staff calls to their needed specialized department.
- Aided students with troubleshooting any registration, transcript, e-permit, and/or graduation issues.
- Directed students, faculty and staff with non-registrar related concerns to the proper specialized department that may be able to assist them.
- Aided and assisted fellow Registrar associates with their tasks.
- Shredded and disposed of old student records.
- Greeted professionally and politely assisted any student, staff and/or faculty visitor of the Registrar Office.

Office Service Associate

William's Lea

New York, NY

06/2024 – 10/2024

- Conducted a series of office service tasks, mainly on reprographics, mail and intake functions, filing and data organization.
- Collected, sorted, logged, and distributed outgoing and incoming mail and packages to clients within the building or the clients' desired locations.
- Signed for incoming mail and packages from DHL, FedEx, NPD Logistics, USPS, UPS and Dial Car.
- Created, organized, and updated files and spreadsheets.
- Troubleshoot rudimentary office equipment malfunctions.
- Answered telephones, responded to emails, and placed service calls when needed.

Barista

Je T'aime Patisserie

Brooklyn, NY

01/2024 – 03/2024

- Prepared and served hot and cold drinks such as coffee, tea, bottled beverages and specialty beverages.
- Received and processed customer payments.
- Cleaned and sanitized work areas, utensils, equipment and storage rooms.
- Addressed customer comments, inquiries, and concerns.
- Ensured customers were aware of menu changes, new items, limited time sales and upcoming food and beverage additions that may align with their interests.
- Assisted in light decoration of desserts and drink items as well as light lunch and breakfast item preparation.
- Engaged in menu tasting and testing sessions to assess quality and flavor.
- Provided a friendly and welcoming atmosphere and received customers with warmth and hospitality.

Retails Sales Associate

Bath and Body Works

Brooklyn, NY

09/2023 – 01/2024

- Built a highly satisfying and loyal customer base through engagement, uncovering needs, making product recommendations, and gathering customer information to support continued engagement.
- Responded to customer comments, questions, and queries.
- Assisted with inventory, including receiving and stocking merchandise.

- Managed financial transactions using POS systems and issued receipts, refunds, change or tickets.
- Greeted and received customers in a welcoming manner.

Assistant

Cristina Herrera Consulting

Brooklyn, NY

03/2023 – 09/2023

- Assisted with scheduling meetings and coordinating logistics.
- Organized marketing files and documents as well as prepared reports and presentations.
- Assisted in the maintenance of marketing databases and contact lists of clienteles.
- Conducted a series of market research under supervision (e.g., gathering information on target audiences, industry trends, and competitor analysis).
- Proofread important documents.
- Prepared and responded promptly to client emails.

Education

Medgar Evers College

Business Administration

Brooklyn, New York

08/2024 - Current

President's College

High School Diploma

Georgetown, Guyana

09/2016 - 04/2022

- Electronic document preparation management
- Principal of business
- Office Administration
- English Language
- Social Studies
- Economics
- Mathematics
- Principal of accounts
- English Literature
- Integrated science

Certification

- Certificate in Business Studies

Skills

- Excellent time management skills
- Excellent verbal communication
- Customer service
- Transaction processing
- Cash handling
- Multitasking
- Organization
- Espresso machine operation
- Food handling & preparation
- Telephone management
- Mail Sorting
- Computer literate
- Analytical
- Strategy advising
- Process Mapping
- Data entry
- Proficiency in Microsoft Office 365
- Copywriting
- Transcription
- Reprographics
- Troubleshooting