

# TAHARA GIBBS

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

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## Work History

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### Registrar Assistant (FWS)

Brooklyn, NY

*Medgar Evers College - Registrar Office*

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

New York, NY

*William's Lea*

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

Brooklyn, NY

*Je T'aime Patisserie*

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

Brooklyn, NY

*Bath and Body Works*

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 clientele.
- 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.

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## **Education**

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### **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 | • Economics             |
| • Principal of business                      | • Mathematics           |
| • Office Administration                      | • Principal of accounts |
| • English Language                           | • English Literature    |
| • Social Studies                             | • Integrated science    |

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## **Certification**

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- Certificate in Business Studies

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## **Skills**

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