

# TA-SHAN ADAMS

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## PROFESSIONAL SUMMARY

A versatile and creative individual that is able to accomplish goals within a given time frame. A hard-worker that will do whatever it takes to get the task at hand done. An ambitious and Flexible team member that loves to learn.

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## SKILLS

- Excellent customer service skills
- Detail-oriented
- Quick learner
- Inventory control
- Proficient in PC platforms
- Adherence to high customer service standards
- Effective problem solver

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## WORK HISTORY

### 06/2011 to 08/2011 **Sales Representative**

**Kerry Kay's Fashion** – Kingston, Jamaica

Assisted customers in selecting and purchasing clothing items.

Prepared the shop for opening and closing each day.

Worked the register to complete monetary transactions.

### 05/2013 to 08/2013 **Administrative Assistant**

**Max J & Associates** – Kingston, Jamaica

- Handled the Managing Director's complex and frequently changing travel arrangements and coordinated the pre-planning of trips.
- Developed and maintained an alert system for upcoming deadlines on incoming requests and events.
- Greeted visitors entering the office, determined the nature and purpose of visit and directed them to the appropriate destination.
- Located and attached appropriate files to incoming correspondence requiring replies.

### 06/2014 to Current **Assistant**

**Dexter '3D' Pottinger** – Kingston, Jamaica

- Repaired and replaced defective garment parts, including pockets, pocket flags and coat linings.
- Let out and took in seams in suits and other garments to improve fit.
- Steamed and ironed fashion items in preparation for professional photo shoots.
- Suggested style changes to the creative team.
- Modeled garments such as dresses, coats, underclothing and swimwear.
- Conducted monetary transactions on behalf of Employer.

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## EDUCATION

Current

**Bachelor of Science: Geomatics Engineering**

**The University of the West Indies, St. Augustine** - St. Augustine, Trinidad and Tobago

2013

**High School Diploma**

**Campion College** - Kingston, Jamaica