

Shanice Gomez



Address

Akono Road, Maracus/St. Joseph, Trinidad.



Phone

(868) 769-6694



Email

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Experience

Detail-oriented, efficient and organized professional with extensive experience in Customer Service. I possess strong analytical and problem solving skills, with the ability to make well thought out decisions. Excellent written and verbal communication skills. Highly trustworthy, discreet and ethical. Resourceful in the completion of projects, effective at multi-tasking.

Work

Pan American Life Insurance Group 2014 - 2015 Insurance Agent

- Creating Financial Proposals
- Writing Letters
- Cold Calling
- Conducting Presentations
- Presentations and Public Speaking
- Filing
- Providing timely communication to clients
- Record Keeping
- Traveling out to meet clients
- Market Research

York Ltd 2013 - 2014 Administrative Assistant

- Talking to customers
- Peaking interest in our catalogue
- Clerical Duties
- Cashier Duties

Accessory Lady 2005 - 2006 Sales Representative

- Talking to customers
- Peaking interest in our inventory
- Generating sales to achieve company quota

Education

Bachelor's Degree in Business (2010 – 2012) **Management and Entrepreneurship** **on a leave of absence* C.O.S.T.A.A.T

Certificate in Business Management (2010) Y.T.E.P.P.

CXC's O'level (2005 – 2010) English A I English B II Principles of Business II Social Studies III Bishop Anstey High School, Port of Spain, Trinidad and Tobago

Skills & Strengths

Wise Decision Making	★★★★☆
Knowledge in Accounting	★★★★☆
Proficient in MS Office	★★★★☆
Proficient in Quick Books	★★★★☆
Punctual	★★★★★
Finisher	★★★★★