**Choclytt Angel Ector**

#76 John Street, Montrose, Chaguanas

Cell: 1-868-701-0364

choclyttbubble@yahoo.co.uk

**Qualification/Education**

**GCSE**

**School:** *Corpus Christi College*: *(1993-1998)*

Mathematics B

English A\*

History B

Food & Nutrition B

Biology C

**School:** *St. Benedict Training Centre*: *(1998-1998)*

Computer Literacy and Skills - Certificate

***(Excel, Word, Access, Power Point)***

**Under Graduate** *(2005-2006)*

**School:** *Alpha Meridian College* (London, England)

Foundation Diploma (IMIS)

**Memberships:** *Institute for the Management of Information Systems* ***(IMIS)***

**Work Experience**

**2007-2014**

**Woodford Café –** ***Restaurant Manager***

. Managed, supervised and trained new and existing staff members, created rosters.

. Customer Services / Handling Complaints.

. Conducted daily pre-shift and weekly departmental meetings to ensure organizational efficiency.

. Scheduled and directed staff in daily work assignments to maximize productivity.

. Continually monitored restaurant and took appropriate action to ensure food quality and service standards were consistently met.

. Minimized loss and misuse of equipment through proper restaurant supervision and staff training.

. Regularly updated computer systems with new pricing and daily food specials.

. Counseled and disciplined staff when necessary.

. Assigned tasks and oversaw the direction of employees to ensure compliance with food safety procedures and quality control guidelines. Developed and maintained exceptional customer service standards.

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**2005-2007**

**RONIN Corp. (London, England) - *Market Researcher***

.Data Collection.

. Telephone and Web-based interviewing.

. Sales Promotions and Telemarketing

**2000-2003**

**Sails Restaurant - *Supervisor***

. Opening and closing store.

. Training and supervising new and existing staff.

. Customer Services / Handling Complaints.

. Scheduled and directed staff in daily work assignments to maximize productivity.

. Developed and maintained a staff that provided hospitable, professional service while adhering to policies and business initiatives.

. Counseled and disciplined staff when necessary.

**1999-2001**

**Caribbean Café - *Administrated Assistant***

. Receptionist/ Cashier

. Sales Promotions and Telemarketing of events.

. Managed the receptionist area, including greeting visitors and

responding to telephone and in-person requests for information.

. Planned meetings and prepared conference rooms.

**References**

***Patrica Mitchell***

**Principal- Young Achievers Academy**

**1-868-479-3589**

***Samanta Hernadez***

**Supervisor- VAS Restaurant & Bar**

**1-868-327-4336**

***Jillian* *Harvey***

**Manager – Woodford Café Restaurant**

**1-868-329-6522**