Dishawnia C.

#16 Maraj Street, El Socorro, San Juan. ⦁ 868-284-5575 ⦁ dishawniaclairmont1708@outlook.com

OBJECTIVE

I consider myself a very hardworking, intelligent, enthusiastic and energetic individual who is

willing to learn. I always take the initiative in whatever task I am doing in order to get the job done

in a timely and accurate manner.

EDUCATION

Sital College of Tertiary Education ⦁ June 2017

* Introduction to Business
* Introduction to Business Communication
* Introduction to Quantative Methods
* Introduction to Accounting

Bishops Centenary College ⦁ June 2016

* Electronic Document Preparation & Management (Grade I)
* Mathematics (Grade II)
* English A (Grade II)
* Principles of Business (Grade II)
* Principles of Accounts (Grade III)
* Office Administration (Grade III)
* Social Studies (Grade III)

EXPERIENCE

Cashier ⦁ 07/16 – Present

* Answered an average of 60 calls per day by addressing customer inquiries, solving

problems and providing new product information.

* Greeted customers entering the store to ascertain what each customer wanted or needed.
* Politely assisted customers in person and via telephone.
* Answered product questions with up-to-date knowledge of sales and store promotions.
* Assisted customers with food selection, inquiries and order customization requests.

FASH Couture ⦁ 07/15 – 07/16

* Helped drive sales goals and achieve monthly quotas.
* Recommended alternative items if product was out of stock.
* Routinely answered customer questions regarding merchandise and pricing.
* Provided ongoing guest service, including giving fashion advice.
* Provided an elevated customer experience to generate a loyal clientèle.

SHORT COURSES

Delta Soft Computer Training & Services- (Certified) ⦁ 8/11 – 08/11

* Microsoft. Word
* Microsoft Excel
* Microsoft Access
* Microsoft PowerPoint
* Using Windows
* Using the Internet
* Using E-Mail

SKILLS

* Trusted key holder
* Quick Learner
* POS systems expert
* Motivational team leader
* Strong client relations
* Exceptional communication skills
* Multi-line phone talent

references

* Ricardo HookerTeacher –

Bishop’s Centenary College

1(868)749-2930

* Schinnel Geroge-Philip

Area Manager- Papa Johns Pizzeria Ltd.

1(868)461-4287