

Eunice Kabasele

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SKILLS SUMMARY

- Fluently bilingual (French and English)
- Provide great customer service skills
- Great marketing skills and visual merchandising skills
- Ability to adapt to a fast-paced work environment
- Pays great attention to detail while multitasking
- Excellent collaborative and independent skills
- Great interpersonal, problem-solving, leadership and communication skills
- Quick learner, reliable, energetic and optimistic
- Punctual and organized

EDUCATION

Bachelor of Commerce

Fourth year marketing student (Expected graduation date June 2021)

Sept 2017 – Present

Sprott School of Business, Carleton University

- Butterworth Bursary of \$1,000 from 2332 Army Cadets
- First award winner of the Terence Whitty Commemorative Bursary from the Army Cadet League
- Brand Ambassador for Sprott School of Business Marketing Student Association
- Programming coordinator for Carleton University Student Association's Womxn's Learning, Advocacy, and Support Centre
- Social Media Representative on Carleton University Ghanaian Students Association
- Programming volunteer for Carleton University Student Association's Wellness Centre

Lisgar Collegiate Institute

Sept 2015 – June 2017

- Graduated with honours
- Part of the Lisgar Student Council Executive under Student Affairs responsible for elections, cater to the needs to the student body, club day...etc.
- Leadership Camp Counsellor and team leader of the Black History Month Committee.
- Co-founder of the W.O.K.E campaign (Willingness to be Open-minded, Knowledgeable and Empowered Campaign) now the Stay W.O.K.E club at LCI.
- Wide receiver for Senior Girls Touch Football Team

Rideau High School

Sept 2013 – June 2015

- Member of the A-team, club for training Link Leaders for the upper years
- Captain of Volleyball Team and Touch Football Team
- Member of the Rideau High School Band

WORK EXPERIENCE

Programming coordinator, CUSA Womxn's Centre (Contractual)

Aug 2020 – Present

- Providing direction and coordination of the Centre's activities by ensuring it meets student needs.
- Research and create innovative events to engage students on a larger scale, daily maintenance of social platform(s) whilst applying different strategies for market growth.
- Responsible for planning and coordinating different events such as Womxn in Business panel, Fem(me) Frosh, Femmepowerment and more.
- Recruit volunteers to assist with centre day-to-day operations, projects and events.
- Responsible for weekly reports, monitoring metric collection, organization and maintenance of office technology and space.

Service coordinator, Saint Elizabeth Health Care

Dec 2019 – Aug 2020

- Building and maintaining schedules in support to the health care team (i.e. PSWs, HSWs and Nurses).
- Updating and maintaining electronic client database including medical records and billing information.
- Responding to client and worker inquiries with efficiency and urgency.
- Generating billing and scheduling reports.
- Investigating and following up in discrepancies in service for clients and workers.
- Other office administrative work as assigned.

Administration Officer, Blackdown Cadet Training Centre (Contractual)

June 2019 – Aug 2019

- Managing and creating over 350 personnel files for both training and administrative components for the cadets.
- Creating and updating nominal roles and tools (i.e. routine orders, Medical binder etc...) for day-to-day camp routine.
- Preparing and leading both intake and exhaust for each course. Task included but were not limited to creating spreadsheets to organize sleeping arrangements, creating intake/exhaust template and maps to run the operation efficiently, assigning each cadet a platoon, course, tent and bed through the Fortress software, obtaining and filing various classified forms to store and file for each cadet.
- Manage various types of Returned to Unit process and medical chits.
- Filling and filing different types of military forms such as CF 100s, CF98s, 2299s.
- Consistently updating cadet information on Fortress.

Stock Manager, ALDO Group

Sept 2019 – Dec 2019

- Promoted from sales associate after 5 months
- Organize and monitor inventory levels to maximize efficiency.
- Overseeing and assisting with overstock, replenishment, re-called items, loss prevention of inventory.
- Responsible for all receiving and sent out shipments, merchandise handling, on-the-job training and supervision of all stock associates.
- Merchandise handling and aiding with visuals for the store by pulling merchandise for sales floor and aiding in the installation of new marketing and floor plans.
- Work with store management to determine most efficient stockroom layout. Clearly label all boxes, stock all items by colour, material and size, and maintain stockroom efficiency.
- Keeping all processes and records involved in shipping/receiving for the store through daily administration
- Perform transfers of damaged and defective merchandise.
- Processing managerial administration and taskings such as opening and closing the store, creating an agenda for the day including store goals and productivity, counting tills, responding to emails, attending conference calls.

Sales Associate, ALDO Group

Mar 2019 – Sept 2019

- Greeting customers, responding to questions, successfully developing and maintaining relationships with customers, executing transactions/customer service through MPOS and providing outstanding customer service.
- Processing daily shoe shipments.
- Bi-weekly to monthly visual merchandising during store promotions.

Sales Advisor and Sales Coach, Hennes & Mauritz

Nov 2017 – Aug 2018

- Perform great customer service on the sales floor, in fitting rooms and at the cash register to build on communication skills.
- Perform merchandising duties such as arranging garments to be visually pleasing, processing new garments through daily truck shipments to bring unto the sales floor.
- Perform the H&M Sales Coach duties, which includes training all new employees on H&M values and responsibilities, ensuring sales goals are met, lead and consistently follow up with staff.

VOLUNTEERING EXPERIENCE

Worship Leader, MyChurch Ottawa

May 2020 – Present

- Lead congregation in worship for Sunday and midweek services.
- Decipher song arrangements, vocal arrangements for all services.
- Vocal coaching and building on stage presence with individual members.
- Creating and managing numerous musical numbers for different major occasions Easter Sunday, Christmas rollout, Sisterhood United and more.

Administrative Leader on Events Team, MyChurch Ottawa

June 2019 – Present

- Managing and creating serving schedules for Sunday services, midweek services and any additional services requiring the Events team.
- Coordinating with different team leaders depending on the event on resources required to ensure the success of the event at hand.
- Assist with different roles for Sunday and midweek services such as being the Comms lead to relay any pastoral information to Tech Director in terms of stage cues, verse changes, music cues etc. Or Tech Director, Foyer Lead or Kids Services Lead.

Choir Director, Hillsong Ottawa

Sept 2018 – May 2019

- Lead the choir in vocal arrangements, directing musical cues during Sunday and midweek services.
- Vocal coaching and building on stage presence with individual members.
- Connecting with all members in every aspect of their lives in support of the church.

**Civilian Volunteer, Army Cadets Canada
2020**

March 2020 – September

- Supervision of cadets during all activities including class, training, personal training nights and drill team.
- Mentoring cadets on leadership, communication, problem solving, interpersonal and intrapersonal skills.

**Cadet Chief Warrant Officer, Cadets Canada
2017**

Nov 2011 – June

- Participated in the army Cadets program for 5 years
- Program helped build collaborative, communication, interpersonal and intrapersonal skills, problem solving, time management and leadership skills
- Aim is to promote physical fitness, affiliation and interest in the Canadian Armed Forces (Army, Air and Sea), and good citizenship and leadership
- Able to familiarize myself with all three aspects of the program: expedition, drill, and marksmanship
- Volunteer work includes Poppy sales campaign, Remembrance Day parades and legion dinners

LIST OF REFERENCES

Ebenezer Orumwense, MyChurch Events Team Leader

Email: eorumwense@gmail.com

Phone: (343) 988-8640

Dorie Nigatu, H&M former supervisor and trainer at SE Health

Email: dorie.nigatu@sehc.com

Phone: (613) 407-6337

Shailynn Atkinson, ALDO Former Store Manager

Email: shailynn.atkinson@gmail.com