

Jesse Okeya

116-2250 Cotters Crescent Ottawa ON K1V 8Y6
613-700-2132 | jesseokeya@gmail.com

PROFILE:

- **Innovative, specialized in business management** - with a driven motive and drive for success, looking for a chance or an opportunity to use entrepreneurial skills, techniques and my general knowledge to help grow a business.
- **Good organizational and communicational skills** - due to my high interactive experience I am able to interact or communicate with the customers effectively and help them with any complains or issues. And I am generally organized as an individual.
- **Customer service skills and outstanding project management** - which were acquired through previous experience, academic projects and several positional tasks
- **Promptness and Time Management** - with discipline in time management from a very young age I can effectively manage my time to yield its maximum potential and will not delay or be late for majority of the period provided.
- **Able to work fast in a multi-task and fast paste environment.**
- **Proven problem-solving and interpersonal skills.**

• EXPERIENCE:

Vietnam convenience store (Volunteer)

Toronto, ON

Sales Associate / Cashier

June 2014 – August 2014

- Answered customers' queries and concerns.
- Checked out items that were bought by a customer at the counter
- Greeted customers and determined their wants and needs.
- Recommended merchandise based on individual requirements.
- Performed any other duties as required by management to ensure customer service.

CUSA (Carleton University Students' Association) Street Team

Ottawa, ON

Volunteer

August 2015 – August 2015

- Hardworking group of volunteers who go above and beyond to make CUSA events the best they can be. We virtually do Everything making Cusa events go smoothly.

- Majorly setting up tables at orientations and educating students about important issues on campus.

Website Designer

Ottawa, ON

Entrepreneurial

January 2015 – Present

- Designed a Fan website currently being used by a Nigerian artiste Eni beats www.enibeats.com
- Currently working on an Afro beat and civil engineering website www.tarvis.com
- And a blog nnamdispeaks.com.

Canpar Transport L.P.

Ottawa, ON

Overnight Stocker / Preload crew

May 2016 – Present

- Deal with incoming stock deliveries during the night by assisting in unloading trucks.
- Sort out received items and make piles according to types of materials.
- Ensure that any excess materials are placed in the appropriate trucks.
- Make sure that items are scanned and the location it goes to matches the location label on the trucks.
- Follow company rules and protocols governing top product placement activities.
- Separate and report damaged or expired items while off-loading trucks.

EDUCATION:

Great Lakes College of Toronto

Toronto, ON

Ontario high school diploma

January 2014 – December 2014

Earned the Ontario high school diploma, graduating with an excellent transcript of a total number of 31 credits from the Great lakes college of Toronto.

Carleton University

Ottawa, ON

Currently working towards my bachelors and hopefully master's degree as an international student at Carleton University.

APPLIED SKILLS:

Leadership and Management Skills

- Tutored and Assisted peers in school subjects such as Mathematics, English and Programming (Computer Science - Swift/Objective-C, Python, Java, Html, Css, C++, Php, Sql). I also made sure they understood the Specific material properly to appropriately prepare for tests, quizzes and exams.
- Previously started a privately managed business, which consisted of 5 employees in an app making company.

REFERENCES:

Field - Educational

Tom Tidey, B.A., M.Ed.,

Principal, Great lakes college of Toronto.

Work: 416-763-4121

E-mail: tomtideyedu@yahoo.ca

Field – Volunteering

CUSA (Carleton University Students' Association) Volunteer street team

Work: 613-520-6688

E-mail: Cusa@cusaonline.ca

Website: <http://www.cusaonline.ca/getinvolved/volunteer/>

Field - Transport and Courier Services

Francois Szili

Canpar Transport L.P.

Preload Supervisor Ottawa

Superviseur - Chargement

préalable FSzili@canpar.com

phone 1-800-387-9335

Fax (613) 733-9047



