

LEROY MILFRED CAREW

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SUMMARY

- Self-motivated and adaptable individual passionate about sustainability, technological creative problem-solving, and organizational efficiency with a proven track record of success in diverse roles such as construction site supervision, sales management, Graphics Design, and education enhancement.
 - High competency in teamwork, written and verbal communication, time management, organization of work plans, and project management, complemented with advanced knowledge in using Microsoft and Google Workspace tools.
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WORK EXPERIENCE

Assistant Sales Manager

2017 - 2018

Millerine Enterprise, Sierra Leone.

- Developed and implemented sales strategies that increased sales by 30%
- Assisting in managing and coordinating internal operations and building relations with key stakeholders in the business.
- Worked with the general manager to maintain the safety and security of the sales and the business.

General Manager

2015 - 2017

Cypress Commercial & Trading ENT. Sierra Leone

- Oversee daily operations, manage budgets, and make strategic decisions for the business.
- Created and managed budgets, allocating resources efficiently to achieve their goals.
- Ensured all operations ran smoothly, addressed issues, and made necessary adjustments.
- Established clear guidelines and protocols for employees, ensuring work consistency and quality.

Graphic Designer

2014 - 2015

Cypress Commercial & Trading ENT. Sierra Leone

- Create visual content like logos, marketing materials, and social media graphics for clients.
- Printing of T-shirts, caps, bags, banners, etc.

VOLUNTEER ACTIVITIES

School Monitory Officer

2012 - 2020

Freetown City Council, Sierra Leone

- Monitored & evaluated national exams in primary & secondary schools
- Collected and analyzed data on student performance and achievement
- Provided feedback to students and recommendations for improvement

Voter Identification Officer**2012 - 2018****National Electoral Commission, Sierra Leone**

- Verified the identity of voters before they cast their ballots during the local government and presidential election.
- Ensured that individuals are eligible to vote in a particular election.

Mining Volunteer**2013 -2014****London Mining Company Limited - Sierra Leone**

- Worked with the geologists and surveyors on-site to conduct field studies, analyze geological data, and measure and map the land surface and underground workings.
- Help to escort visitors around the mining site.

EDUCATION BACKGROUND

African Leadership University

- Bachelor in Software engineering (Intended degree)

**University of Management & Technology
Sierra Leone****2015 - 2017**

- Diploma in Mining and Petroleum

**University of Management & Technology
Sierra Leone****2012 - 2013**

- Certificate in Mining and Petroleum

COURSES & CERTIFICATES

Alison Online Course**2023**

- Diploma in Project management
- Certificate in User Experience Design (UX)
- Certificate in Management Information Systems (MIS)

Coursera Course**2023**

- Certificate in Business Intelligence (BI) Essentials
- Certificate in Design Thinking for Innovation

SKILLS

- | | | |
|------------------------|---------------------|-------------------|
| • Project management | • Time management | • Problem-solving |
| • Driving | • Customer services | • Creativity |
| • Community engagement | • Graph design | • Communication |

INTERESTS

- | | | |
|------------------|--------------------------|----------------------------------|
| • Sustainability | • Innovation | • Leadership and community focus |
| • Technology | • Multifaceted skill set | • Sports |

LANGUAGES

- English-Proficient

REFERENCE

- **Oluwaseun Akoyon** - Co-Founder/CEO, Run Technologies Limited.
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- **Mr. Saidu Koroma (Ph.D. candidate)** - Cyprus International University & Research at the Cambridge Resources International office, Northern Cyprus. +90 (539) 1080181 - saidukoroma156@gmail.com