

RESUME

NOEL-LOUIS, KEITHA

25. December 1990.
Saint Lucia
Saint Lucian (non EU)

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Experience

Social Media Manager, Felly Belly; St. Lucia — 2015–Present

Manage social media post and interactions, carry out marketing operations virtually via social media.

Associate, Hollister Co.; Hamburg, Germany — 2016–Present

Assist daily recovery of store, including but not limited to merchandise filling & detailing, placement and maintenance of standards throughout the store.

Manager, Felly Belly; St. Lucia — 2015–2016

Managed daily café operations, trained & lead a team of Baristas, managed & controlled business's expenditure.

Laboratory Assistant, Ezra Long Lab; Saint Lucia — 2012–2013

Assisted Laboratory Technicians in the Microbiology department with collection of patient samples and conducted routine diagnostic testing according to standard operating procedures.

Office Administrator, J.Q. Charles; St. Lucia — 2012–2012

Worked as a customer service representative and receptionist for one of the largest and most prestigious companies in St. Lucia. Completed a large customer information database update.

Customer Service Representative, CIBC FCIB; St. Lucia — 2010–2011

Attended to customers upfront and via telephone, document filing, completed an update for customer information files.

Education

St. George's University, Grenada — Bachelor of Science, Biology — 2012

St. Joseph's Convent, St. Lucia — High School Diploma— 2007

Skills

Fluent — English.

B1 Level — German.

Proficient in word processing and spreadsheets.

Excellent time management, organizational skills and team spirit.

Independent, Responsible and attentive to detail.
