

Tiza Joanne

CONTACT INFORMATION.

Email address: tizajoan1@gmail.com

Phone number: +260976303491

OBJECTIVE.

The goal is work hand in hand with the company and I'm willing to learn from the employers and teammates. I know how to be professional and friendly to the customers. The customers come first before my needs. What is important is that they are satisfied and continue to conduct business with the company. Solving their issues would make them happy. I would also want to gain monetary rewards for my upkeep so that will be one of my motivations to work hard to help you fulfill your goals. I also have internal goals I would like to achieve. I also want to put into practice what I learned in school about data entry. I have knowledge in data entry because of school assignments I have been fulfilling since year one of university. I know how to type within seconds because it has become part of me. I'll be helping out the company by typing and filling out what has been asked of me would be my complete honor as it will help the customers be happy and the company and the company to reach their goals as data of everything concerning the company will be typed and saved for future use. I know I am a student but I can accomplish Harder than those in the current county the company is established in and to prove my worth to the company. I think this job is suitable for me because I know about data entry. I can help in any way I can and type within the given time. I am a fast learner so I will gain knowledge about the company's work and what they offer and how I can help customers in any way I can within the company's policies. I manage multiple assignments. I monitor and communicate work status changes to editors and/or managers.

I monitor consistency of all material within style and established guidelines.

I analyze drawings for proper application to artwork.

I create Word enclosures for submission.

I manage deadlines in a fast-paced environment and easily adapt to changing priorities.

WORK EXPERIENCE AND ACHIEVEMENTS.

I worked as a freelancer for two years. I would copy, edit and proofread clients' documents. I worked in sales for two years. I also worked under customer service for two years. I would sell rice as an entrepreneur for one year and another year under aluvión perfumes selling perfumes. I would sell to customers online. Under this business, I would find out how well I could serve the customers. I would hear their complaints and try to be a better saleswoman selling quality products according to their needs. It was not easy because I thought I was doing alright but I learnt to be humble and take their complaints into consideration.

I have not completed university. I'm currently studying business administration at the University of Lusaka. I'm in my fourth and final year of acquiring my business administration degree. I assist in organizing and routing various projects through different departments by

utilizing project-management software.

I may make electronic corrections and rearrange text under established formats and styles.

I work with product teams, technical writers, and other proofreaders to communicate project status, provide relevant feedback, and ensure completion of projects.

I assist in project managers and editorial team with special projects as assigned

I prioritize and manage workload in order to meet deadlines.

I work in Excel, MS Word, and our content management system. Performs thorough reads, reading for typos, grammar and sense and providing suggested edits when necessary.

I create and/or contribute to project-specific style sheets (as warranted).

I resolve queries directly with the project manager and/or client (e.g. style/text/usage inconsistencies).

I Proofread the work.

I Perform full read/word-for-word proofreading of client submitted materials

I Use an automated online workflow system to Proofread/copyedit/fact check proofing tasks.

EDUCATION.

Completed with a high school diploma and I am currently pursuing my bachelor's degree in business administration. I am in my fourth and final year of acquiring my business administration degree.

SKILLS.

Communication skills.

Written skills.

Organizational skills.

Customer service.

Planning and research skills.

Sales.

Human resource skills.

Typing skills.

Task Oriented personality.

Good work ethic.

High data speed entry.

Works independently.

Copy editor.

Proofreader.

I have thorough working knowledge of the procedures, symbols and conventions of professional proofreading.

I have strong knowledge of AP style.

I have experience with, and strong knowledge of, AP and CMOS.

I pay excellent attention to detail.

I am at expert level knowledge of English language, grammar, spelling and punctuation.

I have the ability to work on multiple jobs under tight deadlines.



I have the ability to juggle multiple projects, with minimal supervision, in a fast paced environment while maintaining consistency and quality.

ADDITIONAL INFORMATION.

My hobbies are interactions and reading novels and writing novels in my free time.

