

# Djoolie Dautruche

Trenton, NJ 08610

[djooliedautruche@gmail.com](mailto:djooliedautruche@gmail.com)

+1 570 677 2893

## Work Experience

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### **Health and Beauty Associate**

ShopRite Supermarkets - Township of Hamilton, NJ

November 2023 to Present

Stock shelves, interact with customers

### **Assistant Manager**

WESTIN HOTEL by Marriott - Princeton, NJ

September 2022 to December 2023

Manage over 30 employees, hiring/firing, making schedules, exceeds company monthly goals, communicate with sales team and general manager,

### **Front Desk Agent**

WESTIN HOTEL by Marriott - Princeton, NJ

October 2021 to September 2022

Answering emails/calls, guest experience, checkin guest, assigning room, interact with guest

### **Administrative Assistant**

My Mother's Delicacies - Scranton, PA

January 2019 to October 2021

Ansewring phones/ email, administrative assistant to the store manager, data entry, organize office area, order merchandise,

## Education

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### **High school diploma**

Scranton high school - Scranton, PA

September 2016 to June 2020

### **Trade school in Cosmetology**

Career technology of Lackawanna county

## Skills

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- Social media management (10+ years)
- Typing
- Phone etiquette

- Fluent
- English, Haitian Creole
- Communication skills
- Microsoft Powerpoint
- Nail Care (3 years)
- Multi-line Phone Systems (1 year) (4 years)
- Makeup application (6 years)
- Body waxing (4 years)
- Microsoft Outlook (2 years)
- Cash Handling
- Service express (2 years)
- Merchandising
- Hair Styling (4 years)
- Time management
- Front desk
- Office experience (2 years)
- Data Entry (2 years)
- Clerical Experience
- Guest Services
- English
- Microsoft Word (2 years)
- Serving Experience
- Computer skills
- Upselling
- Cleaning Experience (4 years)
- Organizational Skills
- Front Desk
- Sales
- Microsoft Excel (2 years)
- Marketing (2 years)
- Personal Assistant Experience (Less than 1 year)
- Word Processing
- Customer service
- Food preparation
- Stocking
- Microsoft Office
- Maintenance
- Leadership
- Assistant Manager Experience
- Administrative Experience

- French
- Management

## Languages

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- French - Fluent
- English - Fluent
- Haitian Creole - Fluent

## Certifications and Licenses

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### **OSHA 10**

### **Cosmetology License**