

# Joseph Soyigbe

## Bronx, NY

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### **OBJECTIVE**

Seeking an entry-level position that will allow me to help a company while enhancing my qualifications and experience.

### **QUALIFICATIONS**

- Well-versed in office technology (Google Sheets, Docs, Microsoft Services)
- Ability to work well with others and communicate to accomplish tasks
- Willing to learn and accept feedback to improve
- Ability to work well independently and efficiently
- Ability to problem-solve and find adequate solutions

### **EXPERIENCE**

#### **Sebastien Grey Clothiers**

**November 2021-Present**

##### *Communications Assistant*

- Compile reports of total expenses and client purchases/requests that are concise and easily-readable
- Communicate with tailors and company managers to help them understand finances, payment and customer requests.
- Assist master-tailor in communicating with clients and completing customer jobs.
- Hand-deliver completed garments to clients.
- Write professional emails to customers and managers to resolve issues or disputes.

### **EDUCATION**

#### **Success Academy HSLA**

**Graduated 2024**

##### *High School Diploma*

#### **Success Academy Harlem East**

**Graduated 2020**

##### *Middle School Diploma*

### **Additional Information**

- Part of high school's Elite Band
- Passionate about animals, technology, and sports
- Good with communicating with others through verbal and written means
- Regularly worked as assistant care-giver and skilled in caring for children

\*References furnished upon request