

CLAUDIA ABOTE ZINO

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CAREER OBJECTIVE

To gain employment where I can share my knowledge and skills, and advance professional and personal growth. I am looking for a position where I can combine strategies that will develop and expand existing customer sales and product development, a position that will enable me to effectively use my strong organizational skills and ability to work well with people.

AVAILABILITY

Can work part time 30 – 35 hours a week, available to work every day except Wednesdays and Sunday afternoons

EDUCATION

- Presentation National High School, Benin City, Nigeria
- High School Diploma - June 2014
- Douglas College: Nursing Foundation completed

SKILLS

Baking – 4 years

ATTRIBUTES

- Able to follow written and verbal instructions (speak fluent English)
- Good with art and craft works and anything creative
- Able to work under pressure
- Very organized and neat
- Quick learner
- Polite and Patient
- Always eager to learn and improve with the aim of contributing to company's goals.
- Enthusiastic and able to relate professionally with customers.
- Great customer service skills.

WORK EXPERIENCE

Background Performing (October 2016 – till date)

- Performed as nonspeaking member of scene in stage, television productions: Stands, walks, or sits in scenes as background in the following shows and movies: Escape from Mr. Lemoncello's Library, Blurt, Man in the high castle, and Motherland
- Designated for a few union roles and also as General Extra

Safeway Deli Clerk (February 2017 – September 2017)

- Preparing and packaging Deli meals
- Customer Service and operating cash register
- Pricing and weighing product
- Upheld shelves and maintained cases filled at all times
- Answered phone and took orders for particular requested items
- Respond to customer's queries promptly and accurately
- Maintain the store facility clean, neat and orderly.

Sport Chek (October 2017 – till date)

- Greets customers including answering phones and directing customer inquiries to appropriate party.
- Receives and processes all payments according to standard procedures.
- Counts money back to customer in an accurate and concise manner.
- Assists in the opening and closing of a retail location which includes and but not limited to cash handling and deposits.
- Resolve escalated issues with angry customers.
- Train and sometimes supervise new cashiers or retail workers.
- Assists in the maintenance of store front and retail displays.
- Help stock shelves in proximity of the cash register.

Personal Baking Business (September 2015 – till date)

- Customer service
- Taking customers' cake orders
- Baking and decorating cakes for Birthdays, weddings and other events

ACTIVITIES AND INTERESTS

- Bake and decorate cakes for birthdays and events
- Crafting
- Cycling
- Babysitting at my spare time
- Interested in interior decoration

CERTIFICATIONS / AWARDS

- Completion of Babysitting Course – January 2017
- Completion of Baking class (Level 1)
- Completion of Workers in Training Course at RCCG grace chapel – March 2016
- Neatest Student Award in High School – June 2014

VOLUNTEER AND COMMUNITY SERVICE

- Grace Multicultural Service. New Westminster, BC: I helped with some paper works and answering calls when the secretary was absent
- Child minding volunteer at Church events
- Video recording and camera works
- Ushering at the Billy Graham event

GOALS

- To get a degree in Paediatric Nursing
- To run a personal cake business

REFERENCES

Jocelyn Muller
Sport Check Manager
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