



Thank you for contacting Destination Occupation. Attached is a resume for a candidate that we think fits your hiring needs. For any questions, or, if you would like to arrange an interview, please contact Rachel Knight at rachel@destinationoccupation.com or (207)329-5736.

Objective and Professional Summary I am looking for a job that will help me use and improve my abilities. I am reliable, punctual and I have an open mind to learn from everyone, especially my supervisors and coworkers who I will be working with. Strong ability to work independently with limited supervision as well as cooperatively and productively with coworkers.

Work experience

- April 2017-November 2018: *Secretary Administration*, INGELEC, Kinshasa DRC, maintained administrative support to the director, designed and implemented a communication system for the company, scheduled and arranged meetings, training and seminars, kept records and all reports, provided customer service.
- July 2009-May 2010: Manager at DUMERS Restaurant & Bar, Kinshasa DRC, hired, trained and coached staff on customer service skills, food and beverage knowledge, health and safety standards. Managed food and beverage inventory, Managed cash flow and cash schedules

Education

- SEPTEMBER 2011-JUNE 2013: Associate Degree in Health Community UNIKIS, Kisangani DRC
- SEPTEMBER 2005-JUNE 2010: Majored Literature, Institut Georges Simenon, Kinshasa DRC
- Portland Adult Education, Job Class A, 2020
- Destination Occupation Manufacturing Technology Courses Level 1 at Northeast Technical Institute April 2020 *Topics Covered: Communication Skills, Working in groups, Conflict Resolution, Principles of Advanced Manufacturing, Lean Overview and Introduction, Safety Practices and Regulations, PPE, TPM, Lockout/Tagout, Hazardous Communication, Portable Precision Gauging I*



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Languages and other skills

- Ability to speak, listen and understand English, French, Swahili and Lingala
- Great computer skills including Microsoft office word, excel, powerpoint and more.

References

- Timothy Sturtevant, Supervisor at Fedcap, 207-835-8922
- Kim Crook, Work Readiness Instructor at Fedcap, 207-335-8906
- Jean Pierre Akayezu, Program Associate Teacher, 207-874-8155