

Chantal Webb

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CAREER OBJECTIVE

To obtain a position that will allow me to utilize my impeccable research, written and verbal communication skills to achieve the mission of the organization.

CORE COMPETENCIES

- ♦ Blog and Feature Writing
- ♦ Presenting
- ♦ Research
- ♦ Data Analysis
- ♦ Microsoft Suite
- ♦ Inventory and Warehouse Management
- ♦ Logistics
- ♦ GIS and SPSS
- ♦ SAP
- ♦ Canva

PROFESSIONAL EXPERIENCES

Total., Kingston

Procedural Review Assistant to the Auditing Department, March 2018- April 2018

- ♦ Conducted procedural reviews with company staff in preparation for upcoming audit.
- ♦ Developed relevant company procedures to streamline company activities and processes.
- ♦ Disseminated information on procedural adjustments to relevant members of staff.
- ♦ Assessed company processes and made recommendations based on results of staff review.

Live Well Jamaica., Kingston

Media Intern, March 2018- May 2018

- ♦ Created media flyers for radio programmes and services offered.
- ♦ Created blog stories for features and edited content created by other individual blog contributors.
- ♦ Participated in photojournalism for features.
- ♦ Transcribed interviews with Jamaican entrepreneurs to create Q&A blog features.

Total., Kingston

Inventory Coordinator, January 2017- March 2018

- ♦ Analyzed and prepared monthly reports and presentations.
- ♦ Conducted Research on best inventory practices, warehouse management and optimization tools.
- ♦ Coordinated the clearance, transportation, storage and delivery of imported goods.
- ♦ Coordinated with the Finance, Marketing and Operations Department of the organization to plan the importation of Equipment, Lubricants and other company assets.
- ♦ Managed the Customs Brokers of the organization to ensure timely clearance of shipments to avoid stock outs and additional charges.
- ♦ Maintained system prices for fuel and Lubricating oils.
- ♦ Reconciled the company's depots (fuel stores) to ensure that stock movements were being documented efficiently.
- ♦ Acquire, distribute and store supplies.
- ♦ Updated system defaults, to account for density, API gravity and temperature changes.
- ♦ Communicate with external vendors to place Lubricant orders, track and clear shipments.
- ♦ Prepared vendor invoices for payment.
- ♦ Conducted monthly stock counts and verifications.
- ♦ Conducted monthly Lubricant meetings.

- ♦ Created Purchase Orders and Requisitions.

Total, Kingston

Operations Dispatcher, October 2015 – December 2017

- ♦ Coordinated the delivery of fuels to the company's gas stations and retail customers.
- ♦ Held direct responsibility for matching customer order to truck, consolidating orders where necessary
- ♦ Routed trucks based on specific zonation and geographical locations.
- ♦ Communicated with the Supply team to decide on volumes that could be loaded from depots.
- ♦ Created fuel Purchase orders and sales orders.
- ♦ Communicated with external vendors to confirm quantities to be loaded; resolved loading errors and misconceptions.
- ♦ Posted stock in SAP to the accounts of company owned gas stations.
- ♦ Researched tools and practices to increase the efficiency of the dispatch process.

ADS Global, Montego Bay, St. James

Salesperson, August 2015 – September 2015

- ♦ Resolved customer complaints and queries regarding energy services offered.
- ♦ Conducted cold calls to identify prospects for the company.
- ♦ Offered tailored packages based on the prospects' needs and financial situation.
- ♦ Diffused angry customers to contain escalating situations.

EDUCATION

University of the West Indies, Mona, Kingston

Bachelor of Science in Geography, July 2015

- ♦ GPA: 3.0/4.0
- ♦ Upper Second Class Honours

Montego Bay Community College, Montego Bay, St. James

Associate Degree in General Studies, November 2012

- ♦ 8 CAPE units inclusive of Communication Studies and Carib Studies.

Mount Alvernia High, Montego Bay, St. James

Caribbean Examinations and School Leaving Diploma, July 2010

- ♦ 8 CXC units inclusive of English (Grade 1) and Mathematics (Grade 1).

ADDITIONAL SKILLS

- ♦ Blog and Article Writing
- ♦ Talk Up Youth Volunteer since of November 2017
- ♦ Second Vice President of the Preston Entertainment and Cultural Ensemble- September 2014- June 2015
- ♦ Voluntary Service-Survival Youth Club-2010-2012
- ♦ Public Speaking/Debating
- ♦ Member of the Jamaica Youth Chorale

REFERENCES

Dr. Robert Kinlocke

Lecturer

University of the West Indies

Mona Campus

Mona

Kingston

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Ms. Paula Duncan

Human Resources Manager

Total Jamaica

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