

 Kingston, Jamaica

 <https://www.linkedin.com/in/jahmoi-baker-b29a5319b/>

JAHMOI BAKER

My objective is to obtain a position offered in this establishment and excel at the tasks given in order to improve the efficiency of the establishment.

SKILLS

- Promotions, Customer Service, Food preparation and design, Arts and Craft, DataEntry, Creative Writing
- Proficient in the use of Microsoft Word, Microsoft Excel, Microsoft Publisher, and Microsoft PowerPoint.

INVOLVEMENT

2017-2018 : Jamaica Red Cross Committee

2014-2015: Khulcha Dance Theatre-Creative dance Choreographer

EDUCATION

Internet Income Jamaica - 2020

- Graphic Designing
- Virtual Assistant
- Transcription
- Phone Calls
- Web Designing
- Blogging

Excelsior Community College - 2017



EXPERIENCE

Graphic designer/Virtual Assistant/Freelancer

June 2, 2020 - Present:

- CRM Management
- Newsletter Designing
- Social Media Marketing
- Customer service experience
- Researching

October 29, 2019 – January 10, 2020: Reggae Mill

Restaurant and Bar and OPA Greek

Waitress

Tasks:

- Taking Orders
- Serving Tables
- Providing five star customer service experience

November 9 – 17: The Terrace Bar and Grill (Restaurant

Week 2018)

Assistant Waitress

Tasks:

- Taking orders
- Serving Tables
- Clean Up Tables
- Decorate Tables for reserved guest

ACE Tennis Academy

September 11, 2017, to October 19, 2019:

Personal Assistant