

Taliah Shakir

6 Mt. Pleasant Road Sandy's MA02, Bermuda
cell 0753-444-1667 Home (441) 234-2560
taliahshakir@hotmail.com

Availability

December 19, 2011- January 13, 2012

June 25, 2012- September 28, 2012

Objective

To obtain work placement with an Insurance company in order to gain expertise knowledge particularly with regards to Underwriting, in hopes that I will be able to apply what I've learned in the classroom to the working environment.

Strengths

Excellent time-management, interpersonal, verbal & written communication

Education

Durham University, Bachelor in Business & Management, October 2011-2015

Warwick Academy Sixth Form 2004-2006

Warwick Academy Middle School 1999-2004

Clara Mohammed Elementary School 1993-1999

Employment History

Cambridge Beaches Resort & Spa, Front Desk Agent (April 7- October 9, 2010/ March 9, 2011- September 18, 2011)

- Checking in/out guests
- Cashiering
- Administrative duties
- Operating switchboard

Aberfeldy Nurseries, Cashier (October 18, 2010- February 25, 2011)

- Arranging/ Pricing inventory
- Answering telephone/ customer queries
- Customer service

Bermuda Technology Education Collaborative (BTEC), Administrative Assistant (May 12 2008 – June 30 2009)

- Serving as BTEC main office contact
- Processing/Depositing checks
- Preparing correspondence/ BTEC Newsletter
- Assisting with BTEC Internship Programme
- Planning/ Assisting with BTEC events(Careers Fair, Tech week, Seniors Tea)
- Minute taking/ preparing documents for meetings
- Managing office/ documentation

Gibbon's Company, Shipping Clerk (February 11– May 9 2008)

- Printing tickets for merchandise
- Inputting shipping manifests/ delivering to department buyers
- Checking/ confirming discounts, quantity and or discrepancies of shipments

BTEC, Secretarial Assistant (April 23 – May 18 2007)

- Answering the telephone
- Preparing letters, spreadsheets

Brunswick Street Bakery, Cashier (summers of 2002-2004)

- Cashiering/ customer service

Achievements

- Awarded Bermuda's 2006 Outstanding Teen for Leadership
- Head Girl/ Prefect of Warwick Academy 2004-2005
- First place winner of Bermuda's Interschool Essay Competition Ministry of Youth Sports & Recreation, 2004
- 9 IGCSE passes grades A*- D 2004

Community Involvement

- Youth Net Peer Mentoring 2004-2006
- Completion of 165 hours of Candy Striping at King Edward VII Memorial Hospital 2000-2003
- Bermuda Leopards Club 2000-2002

