

Nyoka S. Nugent

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OBJECTIVE	The employment highlights the applicant's desire to establish a career that will embody her soft and professional skills. The application shows a wide range of work experience and the applicant's ability to be skillfully flexible and nurture a growth mentality that would be useful at your establishment.
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WORK EXPERIENCE	<p style="text-align: right;">09/09/2023 - 01/05/2024</p> <p>Teacher, Jon Odlum Secondary School</p> <ul style="list-style-type: none"> •Educate Secondary School students •Planning and preparing lessons. ... •Encouraging student participation. ... •Researching and developing new teaching materials. ... •Research and implement new teaching methods. ... •Marking student work and recording performance. ... •Setting assessments and overseeing examinations.
	<p style="text-align: right;">11/2021/-04/2022</p> <p>Customer Service Representative, GoAnswer St Lucia</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Receive and make phone calls to customers • Respond to customers queries and concerns via email • Attend to customers needs • Provide solutions to various account related issues for customers • Answer questions about the services provided by the campaign • Receive and place orders from customers
	<p style="text-align: right;">09/2019-09/2021</p> <p>Bank Teller, 1St National Bank, St Lucia</p> <p>Responsibilities</p> <ul style="list-style-type: none"> • Process deposits, withdrawals and payments • Process and cash cheques • Process travelers cheques • Scan operations support documents • Daily filing • Prepare excess cash for treasury • Perform balance check of vouchers and executed transactions • Perform daily closing procedure • Prepare monthly current account statements • Assist with scanning • Assist customers with other banking services (answer queries, retrieve debit/ATM cards and cheque books)
	<p style="text-align: right;">11/2018- 07/2019</p> <p>Administrative Assistant, Artisal Pastry & Catering Responsibilities</p>

	<ul style="list-style-type: none"> ● Provide customer service ● Liaise with customers about food products and services (via telephone and email) ● Receive and place orders from customers ● Prepare documents ● Data input ● Help coordinate day to day activities with staff members ● Provide personal assistance to administration <ul style="list-style-type: none"> ● Provide care to
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	12/2012 – 01/2013
	<p>Sales Agent , LIME telecommunications</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ● Provide customer service with customers ● Sell LIME products to customers ● Report analytical data to management
	07/2010 - 01/2012
	<p>Sandwich Artist, Subway</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> ● Liaise with customers ● Provide adequate information to customers about products ● Prepare and serve Subway foods

<p>EDUCATION</p>	<p style="text-align: right;">2017 - 2022</p> <p style="text-align: right;">Degree status : COMPLETED</p> <p style="text-align: right;">Graduation year- 2022</p> <p>University of the West Indies, Open Campus Bachelor Degree of Psychology</p> <p>Degree GPA 3.11 Degree Classification : Upper Second Class Honors</p>
	<p style="text-align: right;">2010-2012</p> <p>Sir Arthur Lewis Community College</p> <p>Qualifications</p> <p>Communication Studies B</p> <p>Sociology D</p>
	<p style="text-align: right;">2005-2010</p> <p>Vide Bouteille Secondary School O'Levels Qualifications</p> <p>Mathematics 3 English Language 1 Social Studies 2 Biology 3 Information Technology 2 Agriculture 2 Social Studies 2</p>

<p>ADDITIONAL SKILLS, INTERESTS AND ACHIEVEMENTS</p>	<p>Skills</p> <p>Instruments- piano Singing Writing Athleticism</p> <p>Certificates</p> <p>The Saint Lucia Red Cross -Adult CPR/AED and first Aid Course Duration : 23th February, 2022 - 23rd February, 2024</p> <p>Achievements</p> <p>Secretary- Le Club Volleyball</p> <p>Class Valedictorian of graduating class 2010 2010</p> <p>St lucia Volleyball Junior National Team 2012-2014 Interschool Sports Competition - 3rd Place</p> <p>St Lucia Senior Volleyball National Team 2017- PRESENTLY</p> <p>2019 FIVB Women’s Volleyball Intercontinental Olympic Qualifications- 2017</p> <p>ECVA Champions Senior Women’s Volleyball - 2018 • 1st place gold medalist</p> <p>Le Club Volleyball team Captain 2018-Presently</p> <p>Author - Pending since 2022</p> <p>Book title: In the Midst of Emotions & Identity</p> <p>Publication : Signed with</p> <p>L.R. Price Publications Ltd</p>
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27 Old Gloucester Street

London, WC1N 3AX

Interests

- Child Psychology
- Counseling
- Sports/ Volleyball
 - Human Resource Management
- Business Management
- Office management
- Copywriting
- Freelancing

<p>REFERENCES</p>	<p>Cleopatra Fitz</p> <p>Principal (Ag)</p> <p>Jon Odlum Memorial Secondary School</p> <p>286- 9144</p> <p>488-6350</p> <p>Florian Combie</p> <p>Senior Lecturer/ coach</p> <p>Sir Arthur Lewis Community College</p> <p>457-7300</p> <p>5193030</p>
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