

PROFILE

Name	Benedicta
Summary	Currently pursuing a BA in Commerce, volunteers with MUN and works in customer service.
Bio	Currently pursuing a BA in Commerce, volunteers with MUN and works in customer service.
Age	18
Services	Personal Assistants Event Planning Housekeeping
Location	Village Mall area
Vehicle	No
Availability	Flexible
Education	January 2023-May 2027 Bachelor of Commerce (Major: Business Administration) Memorial University, St. John's, NL
Criminal Record Check	Pending
Vulnerable Sector Check	Pending
First Aid	No
Photo ID Check	Yes
General Liability Insurance	No
References	Three submitted, awaiting responses
Contract signed with platform	Pending
In person interview	Completed successfully in March 2025

REFERENCES

"I hope all is well. During these past two years, I have had the chance to volunteer with Benedicta. We then became friends due to her friendly personality. She takes her tasks seriously and always does them well. I believe she would be a great addition to your team."

-Edward Appiah (volunteered with Benedicta)

"Benedicta has been a valuable employee of Jungle Jims for 2 years now. Unfortunately, due to slower business over the winter we had to lay her off, but we would be delighted to have her back given the opportunity. She came on board with us as a dishwasher and has excelled in that role. She is always on time, prepared and ready to work. She has consistently picked up extra shifts when available and lent a helping hand as needed. Despite being younger than many of her coworkers in the kitchen she quickly became part of the team and earned her place amongst them. Within the two years that I have had the pleasure of knowing her for she has continued to grow into a confident young woman. I believe she will be an excellent assistant to your team and I highly recommend Benedicta for the position."

- Gabrielle Guay (Manager at Jungle Jims)

"I have worked with Benedicta last year for about 7 months, and from my experience I think she would be great for home management services! I have stayed in contact with her since, and I can say with complete confidence that she is an asset to any team she decides to be a part of. Her job at the office was administrative management, and she helped with event planning here as well. She is very kind, calm and collected, and she was very gentle with all the people and the team she was part of. She exudes an energy of compassion and calmness, and I definitely think childcare would be something that totally aligns with her personality."

You can definitely use me as a reference on her profile, and you can reach out to me if you need anything else!"

- Yusra Altaf (volunteered with Benedicta)

REVIEWS

RESUME

HIGHLIGHTS OF QUALIFICATIONS

1-year experience in the customer service industry. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint). Strong understanding of customer service principles from business courses. Excellent communication and interpersonal skills. Committed to punctuality and teamwork.

EDUCATION

January 2023-May 2027

Bachelor of Commerce (Major: Business Administration)

Memorial University, St. John's, NL

VOLUNTEER EXPERIENCE

May 2024 – August 2024

Volunteer Assistant

Student Volunteer Bureau, Memorial University, St. John's, NL

- Matched community members with suitable volunteer roles based on needs and skills.
- Facilitate event organization and clear communication between volunteers and coordinators.
- Recognized for reliability and punctuality, frequently assigned open shifts.

WORK EXPERIENCE

January 2025 - Present

Customer Service Worker

Palms Beauty Store, St. John's, NL

- Warmly welcomed guests, answered phone inquiries, and booked appointments with a friendly, professional demeanor.
- Proficient in using point-of-sale (POS) systems, accurately processing customer transactions and managing daily sales.
- Checked in and tagged customer belongings, maintained organized records, and upheld a clean, orderly work area.
- Balanced front-desk tasks (greeting clients, handling calls) with inventory checks and back-end responsibilities.

July 2023 – January 2025

Kitchen Staff

Jungle Jim's, St. John's, NL

- Collaborate with a team of 7 to ensure efficient kitchen operations.
- Support multiple kitchen roles, adapting quickly to team needs.
- Manage time effectively to meet demands during peak hours.

ACHIEVEMENTS

August 2024

Earned Bronze Certificate from MUN's Volunteer Incentive Program (VIP)