



BARBARA JEROME-ATHIS
438-880-7887
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LANGUAGES:

French: 1st language- fluent in writing and speaking
English: fluent in writing and speaking
Creole: fluent in speaking

COMPUTER SKILLS:

Windows XP, Word, Excel, PowerPoint, Internet

EDUCATION:

LaSalle College, Fashion Marketing DEC
Montreal, Quebec

January **2016- present**

Pearson Adult and Career Centre,
High School Diploma Awarded
Montreal, Quebec

2015

Malden High School,
Malden, Massachusetts

2006-2010

EMPLOYMENT:

Food Service, **Jewish Elderly Care Center**,
Montreal, Quebec

2015-present

- *Kitchen:* Prepare and deliver food trays to elders, clean work areas/dishes, store food in designated container, receive and store supplies, equipment, etc.
- *Cafeteria:* Serve customers meal of the day, clean work area, restock missing supplies, and take care of cash register.

Customer Service, **IO Solution Inc. (Fido)**,
Montreal, Quebec

2012-2014

- Answer inbound calls, make cell phone/second line/residential orders, make transfer of responsibility and change of plan/ number/ address, find a solution to customers acquires.

Customer Service, **Atelka (Bell Mobility)**
Montreal, Quebec

2011-2012



- Answer inbound calls, find a solution to customers acquires, troubleshooting, make transfer of responsibility and activation of phones, and sell the company's products.

ACCOMPLISHMENTS:

- Twelve (12) Honor Classes **2006-2009**
Malden High School

EXTRACURRICULAR:

Volunteer for the **Bridal Boudoir/Fashion Show** **2016**
Montreal, Quebec

- Coat check, registration, helped models get dress for the show.

Integrated Business/Career Awareness **2009**
Malden High School

- Keyboarding 25 wpm, formatting/editing industry standard documents, organizational skills, time management, and general Career Information.

Journalism *Blue and Gold Newspaper* **2006-2009**
Malden High School

- I did Interviews, edited and wrote articles, helped with photography.

Fine Arts Club **2006-2009**
Malden High School

- Planned school events and fundraisers, make creative banners for special occasions, decorated the school.

Adventurer/ Pathfinders **2000-2010**
Malden, Massachusetts

- Instructor for the Adventurer/ Pathfinders Club at my church for different classes, took part in parades for Veterans' Day, Haitian Day, in the community or other cities for different cause, representing pathfinders in the drill team, helped organize camps for our club and took part in the Teen Leadership Training which allowed us to be leaders in our club and all around the world as we organized and planned events, camps, parades shows and many other things.

INTERESTS:

- Art and fashion
- Travel: United States, Toronto, Ottawa

REFERENCES:

Furnished upon request

