

Jamiela Nichol

Junior Program Specialist

Dependable employee seeking opportunity to expand skills and contribute to company success. Considered hardworking, ethical and detail-oriented. I am a talented Junior Program Specialist skilled at completing daily assignments and contributing to team success. Always willing to take on any task. Adapts quickly to new needs and policies.

✉ nicholjamiela7@gmail.com

📞 Phone Number

EDUCATION

Study Program

Excelsior High School

09/2017 - 07/2022

Kingston, Jamaica

Courses

- CSEC

SKILLS

Client recordkeeping

Program consultation

Customer relations

Work planning

Travel coordination

Customer service

Computer skills

Strong Communication

WORK EXPERIENCE

Junior program Specialist

The Passport Work And Travel Services Ltd.

01/2023 - Present

Kingston, Jamaica

The Passport Work and Travel Services Ltd. is a recruitment, work and travel agency which caters to Jamaican citizens through our Study Abroad Programs, Canada Truck School Program, Canada Job Bank Program, exploring the USA through our Camp USA, and generally with Visitors Visa and Work visas application assistance.

Tasks

- Educated prospective partners on program opportunities, services and needs based on individual backgrounds and interests
- Answer emails, phone calls and respond to messages
- Uploaded program reports, presentations and proposals on department's website.
- Treated visitors with friendly, approachable attitude.
- Answered questions regarding company pricing and policies
- Engaged members and existing clients with audience-specific communication aligned with program branding.

ORGANIZATIONS

Organization Name

CERTIFICATES

CSEC

Biology, English, Maths, IT and Business

LANGUAGES

English

Full Professional Proficiency

Spanish

Elementary Proficiency

INTERESTS

Dance

Editing