

Meiza Moise

772-595-2249
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EXPERIENCE

Alpi, Fort pierce Florida — *assistant/ teacher assistant*

July 2023- -current

- **Administrative Support:** Provided administrative assistance to teachers, staff, and school administrators by organizing documents, maintaining records, and managing schedules.
- **Classroom Assistance:** Assisted teachers in preparing classrooms for lessons, setting up equipment, and ensuring a conducive learning environment.
- **Student Supervision:** Monitored and supervised students during recess, lunch, and other activities to ensure their safety and well-being.

T-roc, Fort pierce Florida — Sales associate

AUG 2022-DEC 2022

- Assisted customers in navigating our products, ensuring they had a seamless and positive experience.
- Collaborated with the sales team to identify opportunities for upselling and cross-selling products to customers.
- Adapted to changing customer needs and provided feedback to management for continuous improvement of customer service processes.

Cricket Wireless, Fort pierce Florida/remote hybrid — *Customer service associate*

JAN 20223-JULY 2023

- Demonstrated patience and empathy while handling challenging customer situations and diffusing tensions.
- Applied active listening skills to fully understand customer concerns and needs, ensuring accurate and effective problem resolution.
- Demonstrated adaptability by swiftly learning about new products and services, enabling accurate and up-to-date assistance.

EDUCATION

SKILLS

Adaptability
Teamwork
Problem-solving
Time management
Tech savviness
Multilingual proficiency
Active listening
Graphic design
Managing

LANGUAGES

Haitian creole
English

Additional Activities

School events host - fort pierce central

Community service- 98 hours at fort pierce central 2019-2022

Managed a environmental club at fort pierce central

Read books to special needs children's

Fort pierce central high school, Fort pierce Florida — *High school*

AUGUST 2019-MAY 2022

Graduate with 3.4 gpa