

MONIQUE CORDEIRO

cmonique0118@gmail.com | +1 (441) 703-7173 | Paget, Bermuda

OBJECTIVE

Highly motivated and adaptable university graduate with a Bachelor of Business Arts, Major in Marketing. Eager to leverage my educational background, work experiences, and drive for continuous learning to make a meaningful contribution to a dynamic organization as I embark on my professional journey.

EDUCATION

- Acadia University, BBA, Marketing** 2019 - 2023
- Dean's List 2022-2023 (3.8+ GPA)
- Mount Saint Agnes Academy, Diploma** 2007 - 2019
- Honor Roll student, Toby Cologne Sports Scholarship, 2019, & Duke of Edinburgh Bronze, 2017

WORK EXPERIENCE

- First Class Electrics, Administrative Assistant** 2023 - Present
- Accurately entered and managed data, ensuring data integrity and confidentiality.
 - Prepared and formatted documents, reports, and electronic files using Excel.
 - Managed email correspondence and phone calls, providing proactive customer service.
 - Assisted in processing invoices, and maintaining accurate records to support financial management.
- Flatts Menswear, Retail Sales Associate** 2023
- Provided excellent customer service by greeting and assisting customers in a friendly and helpful manner.
 - Managed cash transactions accurately and efficiently, including processing sales, returns, and exchanges.
 - Promoted products digitally to attract customers using Instagram, Facebook and company website.
 - Operated POS systems efficiently for transactions and maintained accurate customer records.
- The Phoenix Store, Temporary Office Assistant** 2023
- Provided comprehensive administrative support to various departments, managing tasks such as filing, data entry, and document preparation.
 - Collaborated with team members on various projects, fostering a cooperative work environment.
- Acadia University, Marketing Teaching Assistant** 2023
- Assisted in marking and grading assignments alongside the professor using Microsoft Excel.
 - Guided and aided students with questions regarding course material.
- PRP Performa Investments, Shadow Opportunity** 2019
- Participated in market research activities to understand and gain insights on how the company analyzes and interprets financial data.
 - Learned about regulatory compliance in the investment industry, including understanding the importance of adhering to legal and ethical standards.

COURSES & CERTIFICATIONS

- The Institutes Knowledge Group** 2023 - Present
- IE 310: Insurance Essentials
 - CPCU 500: *In Progress*

SKILLS & STRENGTHS

- Self-Motivated
- Critical Thinking
- Leadership & Collaboration
- Organized & Detail-Oriented
- Efficient Verbal & Written Communication
- Proficient User of Microsoft: Word, Excel, PowerPoint, Outlook
- Design tools: Canva, Monday
- Bilingual (English & Portuguese)

ACTIVITIES & LEADERSHIP

- Bermuda Woman's National Volleyball Team Member, 2016 - Present
- Bermuda Junior National Volleyball Team Member, 2015 - 2019 & Team Captain, 2017 - 2019