
CHIBUIKE ISILEBO

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PERSONAL PROFILE

A dedicated and highly motivated individual. Equipped with people relation skills, organizing skills, multitasking, a high level of integrity, and passion for attaining excellence and exceeding goals and expectations.

PERSONAL SKILLS

- Professionalism, diplomacy, and tactfulness to generate a positive company image
- People-oriented: Enjoy working with people
- Self-driven and willing to learn, grow and work hard
- Ability to multitask in a fast-paced environment while maintaining accuracy
- Exceptional customer experience
- Knowledge of project management methodologies
- Ability to work flexible hours

QUALIFICATIONS

- Telephone reception and handling
- Retail experience.
- Computer Skills; Microsoft Word, PowerPoint, Excel, Internet, Email amongst others
- Vocational activities.
- Attention to detail.
- Ability to work in a team.
- Able to work with minimal supervision.
- Restaurant duties.
- Organization skills.
- Sales associate.
- Highly proficient in MS Office (MS Excel and MS Outlook)
- Experience in optimization of scheduling appointments

- Demonstrated the ability to manage multiple priorities
- Experience maintaining a professional level of patient privacy
- Handling cash
- Invoicing customers
- Handling accounts payable and receivable
- Generating financial and operational reports
- Processing payments
- Handling multiple projects and tasks at once
- Handling sensitive information in a confidential manner

Education

- Diploma in Travel and Tourism
Mohawk College - Hamilton, ON (2016)
- Diploma in International Relations
Houdegebe North American University – Cotonou, Benin (2011)

Work Experience

Travel Services Consultant

Peaceway Travel & Holidays – Cambridge, ON (September 2017 to May 2019)

- Maintain relationships with key clients
- Collected deposits and balances
- Attended numerous travel seminars and conferences
- Planned and organized travels for clients and customers
- Offered advice to clients on destinations and accommodations

Travel Agent

Kendall Travels and Tours (March 2022)

- Was tasked with itinerary planning
- Researched travel options for clients
- Made sure the establishment reached the allocated revenue and profit targets
- Made travel arrangements for customers
- Organized accommodations and ground transportation services

Machine Operator

Fenton Brushes – Burlington, ON (April 2023)

- Trimmed brushes using the double roller machine
- Pressed brushes using a machine
- Checked the durability of the brush using a pull weight, every hour
- Weighed strands used to make brush, to make sure the brush weighed the right ounces
- Assisted co-workers in putting glue in a certain part so that the brushes stayed together with the wood

CNC Machine Operator

Orlick Industries – Barton, ON (November 2022)

- Operated machine by putting raw parts into the machine

- Was in charge of checking the gauge of the finished parts after each run
- Documented both the thread checks & Spc checks
- In charge of cleaning the machine at the end of the day
- Checked finished parts for dents
- Assisted co-workers with taking finished parts to the lab for testing
- Trained new hires on the job using the job book & helping them settle within the facility

Machine Operator

Maple Leaf Foods - Hannon, ON (January 2016 to June 2021)

- Fed cartons into machines and check as well as weigh materials and/or product
- Manually pack products into bags, cartons, or other containers
- Removed finished goods cartons from the conveyor and placed them on pallets
- Check products and packaging for basic quality defects
- Operated a machine to pick up products and
- General Labor

FX Displays Packaging & Logistics - Hamilton, ON (November 2012)

- Carried out packaging and assembly duties of manufactured products
- Maintained accurate records of all sales and prospecting activities
- Maintained a good punctuality record and developed teamwork experience
- Followed strict health and safety guidelines to ensure the well-being of self and others

Levy Restaurants - Hamilton, ON (April 2018)

- Food handling
- Retail sales
- Customer service
- Managed a safe and sterile work area in accordance with established policies and procedures
- Improve store performance as demonstrated through regular assessments
- Cook

Tim Hortons (June 2015)

- Food handling
- Cook
- Dish washer
- Retail sales
- Cashier

S&P Data (August 2012)

- Telemarketer
- Sales associate

- Customer service representative

Skills

- Attention to detail
- Teamwork
- Problem Solving
- Time management
- Customer Service
- Goal setting multi-tasking
- Professional communication
- Deliver customer service and solutions that anticipate, meet, and/or exceed individual expectations, as well as organizational expectations, standards, and objectives
- Use marketing concepts, market research, social networks, sales strategies, relationship management skills and product knowledge to promote and sell tourism products, services and
- Use appropriate technologies to enhance the quality and delivery of tourism products, services, and customer experiences
- Receive, process, and distribute communications in the workplace to assist the flow of information
- Use leadership, teamwork, conflict, and relationship management skills and tools, as well
- acknowledge organizational behavior, employment standards, and human rights to
- contribute to a positive work environment.
- Respond to issues and dilemmas arising in the delivery of tourism products, services and
- customer experiences by using and promoting ethical behavior and best practices of corporate
- social responsibility and environmental sustainability.
- Proficient in Microsoft Office tools like Microsoft Word, Excel, PowerPoint, and Microsoft Publisher as well as MES, Cronos, and Sap
- Great Understanding of numerous applications like; Microsoft Word, Excel, SAP, and MES
- Packaging and assembly
- Machining and manufacturing

References available upon request.