

Jane Morton

Quartier Enclos, Schoelcher, 97233 | jlmorton@gmail.com | tel: 0696 46 68 55

Skills Overview

- Excellent time management.
- Honest, reliable and punctual.
- Able to work effectively as part of a team and strong interpersonal skills.
- Enthusiastic, outgoing, and approachable.
- Excellent communication skills both oral and written in French and English.

Education

1ST YEAR BTS MANAGEMENT IN HOTEL CATERING | IN PROGRESS | LYCEE POLYVALENT NORD CARAIBE MARTINIQUE

MISE A NIVEAU IN HOTEL CATERING | 2 YEARS | LYCEE POLYVALENT NORD CARAIBE MARTINIQUE

DEGREE IN ECONOMICS | 1 YEAR | UQAM (USA)

BACHELOR OF SCIENCE OF ENGINEERING MATH SPECIALTY OPTION | JULY 2016 | LYCEE DE BELLEVUE (MARTINIQUE)

Experience and Training

FLORIST (INTERNSHIP) | AT JARDIN DORE (GUADELOUPE) | 10/02/2014 TO 10/03/2014

- Welcomed and advised customers on the selection of flowers according to their circumstances.
- Ensured the opening and closing of the store.
- Highlighted in-store promotions.

VICE FOR RECRUITMENT OPERATIONS IN A STUDENT ORGANIZATION (GRENADA) | 10/2017 TO 04/2017

- Organized and marketed events.
- Conducted meetings and recruitment interviews.
- Set up a sales and information booth to welcome and advise students.

WAITRESS AND BARTENDER | HOTEL CARAYOU (MARTINIQUE) | 06/05/2019 AU 04/08/2019

- Greet customers in a friendly and professional manner.
- Ensured an organized workplace environment in order to set up, take orders, and make various cocktails with attention to detail.
- Listened to customers specific needs and adapted to any type of clientele.