



Shana Daley

Admin Officer

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Languages

French (Basic)

English (Native)

Portuguese (Work Proficiency)

About

I have experience in customer service and merchandising, with strong organisational skills and adaptability to various retail environments. Fluent in basic French, English, and Portuguese, I excel in complaint handling, client help, styling, and stockroom management within high street stores.

Experience

- **Admin Officer**

St. John's Angell Town Primary School | Jul 2023 - Aug 2023

During my time as an Admin Officer at St Johns Angell Town Primary School, I efficiently managed administrative tasks, facilitated communication within the school, and provided support to staff, parents, and students. I ensured the smooth operation of daily administrative functions and contributed to creating a positive and organized work environment. Additionally, I effectively utilised my time management and problem-solving abilities to address various challenges and enhance the overall administrative processes.

Saint Gabriel's College GCSE