

Shoghi Aqdas (Shaw-ge, Akh - daz)

Approachable,avid Learner, diligent, self starter and with an aptitude to utilize new information for tasks given as well as able to work alone and in team like environments.

City/State; Largo, St.Pete
area FL; 33773

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EXPERIENCE

Tarantino Properties/Concordis Senior Living - Largo, FL.
Concierge -The Barrington community (October 2021- May 2022).

- Carry out opening Shift procedures as per SOP.
- Retrieve keys and pendants from residents/families when they move out.
- Execute clerical support for Management and update transportation appointment calls for residents.

Formelife - San Francisco, CA.
Assistant Manager (Training July 2021 relocated to Florida).

- Showcased fitness product as per Marketing Strategy.
- Followed up with clients on upcoming demo appointments.
- Participated in training incoming team members on the company's SOP.

Environment's Design Studio - San Francisco, CA.
Bookkeeper consultant / Admin duties (December, 2020- July 2021).

- Tended to basic bookkeeping needs for the studio.
- Assisted in final touch ups on Artwork and interior decor for clients remodeled home.
- Received and signed for mail and furniture delivery.

Chicago Athletic Association Hotel - Chicago, IL.
Guest services (April,2015 – February,2019).

- Carried out credit card and cash sales through the company's POS of service.
- Fine dining Amenity set up and deliveries for guests celebrating special occasions on their stay at the hotel.
- Responded to inbound and outbound calls for food services and orders.

SKILLS .

- Quickbooks,
- MMicrosoft Office
- Editing and Proofreading.
- Business and Legal Knowledge.
- Sales & Marketing
- Bookkeeping.
- Public speaking.
- Film &Photography.

SOFT SKILLS.

- Personable.
- Verbal and Written Communication.
- Professionalism.
- Customer Service.

LANGUAGES.

- English.
- French.
- Swahili.

Team Rainbow Chicago - Chicago, IL. Co-founder (2015), Board President (2017-2018).

- Oversaw and implement funding decisions in conjunction with the treasurer, to be sure that the goals of operating were met, Disbursed funds to the appropriate clients needing support.
- Implemented Systems of Operation and Policies adopted by the board in accordance with Federal, State and International Law in creating a safe space for immigrant LGBTQIA persons of interest.
- Developed immersive social activities for Immigrant LGBTQIA clients with their supportive neighborhood programs as they acclimated to American life.

EDUCATION
Truman College.

G.E.D. | 2018 | - (General Education Diploma / High School Equivalence Certificate).