**LOVETH EBUBE**

**Lebube@myseneca.ca**

**Mississauga, ON 647 720 0834**

Dedicated and self-motivated individual offering years of superior client facing experience. Tactful and analytical, inventive problem-solving skills. Capable of working in a fast-paced environment using multitasking abilities to deliver outstanding performance.

**Summary of Qualifications**

* Tactful and hardworking with an aptitude for learning new tasks within a minimum time frame
* Flexibility to cope with changing priorities and tasks
* Excellent relations skills with team members, management and service users at all levels
* Ability to develop rapport with clients of all ethnicities
* High proficiency in English – written and spoken
* Proficient in Microsoft office (Word, Excel, Outlook,) and Internet

**Experience** **Pacific International Lines- Nigeria (HQ Singapore) 2011 – 2016**

**Client Services**

* Respond to clients needs, enquires, and resolve all issues
* Maintaining a high level of confidentiality with client’s information
* Achievement: Established good working relationship with clients.

**Pacific International Lines- Nigeria (HQ Singapore) 2009-2011**

**Administrative Officer**

* Co-ordinated the entire office work engine and maintained mutually beneficial relationships between company and clients to encourage equity in the work place.

**Education**

Social Works- Immigrants and Refugees (Diploma in View) – Seneca College

ECA (Diploma) – Sun View College, Mississauga ON

B.sc Economics – Ambrose Alli University, Nigeria

**COVER LETTER**

**LOVETH EBUBE**

[Lebube@myseneca.ca](mailto:Lebube@myseneca.ca) 647-720-0834

October 22, 2021

My fervor for helping people has shaped my choice of a second career in Social Works – Immigrants and Refugees. I uphold the values of equality and of a community where everyone can be heard.

I have experience in customer facing positions where I used my inventive ideas and creative problem-solving skills and superb communication skills to analyze, understand and resolve customer issues without prejudice for a happy customer which led to repeat businesses and increased revenue.

Learning about the field of social works and knowing that I can be an agent of positive change in the community has been very intriguing for me, and I look forward to gaining hands-on experience at your esteemed organization.

The mission of YMCA aligns with my long-term career goal of helping people succeed in the community for a greater tomorrow hence, I am excited about the opportunity to serve and be part of building vibrant and healthy communities where everyone can thrive.

It will be my pleasure to interview with you and I look forward to speaking with you soon.

Sincerely,

Loveth Ebube.