

Tenisha Eronghot - Oteng

Tenisha Eronghot-Oteng

99 Peabody Hill
London SE21 8LA

07508592613

otengtj@gmail.com

My Blog: <https://suncove.wordpress.com/>

Profile

I am a recent graduate in English Literature and Journalism and I possess outstanding research, communication and written skills. I have always been passionate about media and storytelling and I have a great set of web management skills and production experience. My retail background has allowed me to obtain strong customer service skills which has proven to be transferable to various fields. I am currently seeking an entry level media/journalism or marketing and PR role in which I can contribute with my creative ideas and experience.

Experience

Media Assistant - FLCC (2017- on going)

Volunteer media assistant for local charity community organisation

- Edited live audio recordings to upload to musical streaming softwares of 200+ listeners.
- Participated in live stream filming on Facebook and Youtube to an audience of up to 300.
- Set up live streaming software through OBS
- Aided in live stream presentations
- Set up and dismantled panasonic cameras
- Participated in team meetings and aided in delegating team members

Multi Skilled Operative - Covid Test Centre (2021)

- In a position of trust I delivered an exceptional level of customer service to test centre customers and patients, providing critical advice in a prompt and safe manner
- Communicate with individuals that visit the site to be tested, ensuring they understood and were comfortable with the process
- Offered support and reassurance to individuals throughout the testing process.
- Ensured that all customer and patient data was tracked accordingly to set targets and contact details were stored in compliance with GDPR rules

Delaware North - Wembley Stadium / Staffing

(2016-2019)

- Delegated tasks to new starters and provided onboarding to new team members
- Apply quick thinking to sudden issues/problems that arise.
- Provide a helpful and comfortable experience.
- Entered new workers details onto the system database.
- Trained new workers.

Between The Lines / Staff Assistant (2017)

- Cash-handling experience.
- Used creative skill to create christmas displays
- Friendly and enthusiastic.
- Offered a great customer experience.
- Detail-oriented and organized.
- Made the shop floor always at its highest potential of cleanliness

Regent's University / HR

(07/2015 – 07/2015)

- Oversaw daily office operations for employees.
- Entered numerical data into databases in a timely and accurate manner.
- Scanned documentation and entered it into the database.
- Obtained scanned records and uploaded them into the database.
- Reviewed medical records for completeness and filed records in alphabetic and numerical order.
- Ordered and distributed office supplies while adhering to a fixed office budget

Education

University Of Hertfordshire / Bachelor of arts degree - 2021

Awarded a upper second class bachelor of arts degree in English Literature and Journalism

Burntwood Academy / GCSE/ A-Level

GCSE - 2016

Maths: C

English: A

Science: BB

History: C
Citizenship: C
Spanish: B
French: C
Religious Education: C
Performing Arts: B

A-Level - 2018

English Literature: B
Business: B
Economics: C