

# Xavier [REDACTED]

P. O. Box GT 2236 (C) – [REDACTED]



## Professional Summary

Experienced self-motivated customer service specialist in a team-based environment with a positive team approach. Flexible and hardworking in deadline-driven environments. Patient with extensive background in conflict resolution and customer care. Well developed in the ability to work quickly but efficiently utilizing good communication skills. Using my skills and the will to learn to synergies with fellow coworkers to strengthen my work environment and increase the quality of such establishment.

## Skills

- 'B' Class Commercial Driver's License
- Standards of Training, Certification and Watchkeeping for Seafarers (STCW)
- Master 'B' Class Captain License
- Intermediate Networking- Proficient Computer skills- Word, Excel, Database, AS400, Client Application, Kirchman Bankway, NCR ISOPS Program, Merchant Service Workbench, HTML & Javascript
- Certified BahamaHost Professional
- First Aid Responder

## Work History

**Free-lance Boat Captain & Mate** –October 2025 – Present -Vessel Management

[REDACTED] June 2022 – August 2025

**Accounts Clerk/ Operations Assistant-** Prepare daily schedules for waste collection. Sign up of new and reoccurring customers. NIB form completion for BWL employees in an industrial accident. Filing of service agreements and scheduled work orders.

[REDACTED] March 2020 – June 2022

**Heavy Equipment Operator-** Safely transport earth material to clients or city dump. Daily maintenance of operating equipment.

[REDACTED] June 2018 - August 2019

**Account Services Agent-** Process Electronic Payment Exchanges for corporate clients. Account and Fraud management.

[REDACTED] August 2015 - June 2018

**Account Services Agent-** Responsible for processing of moderately complex client transactions within one or more RBC product or service line(s) utilizing on-line input to various systems ensuring quality and accuracy of incoming and outgoing workflow and/or documents.

# Xavier



## **Education**

**BTVI-** Information Technology Management- August 2018- March 2020

**College of the Bahamas** – Bachelor of Science in Finance - August 2014 – December 2015

**Trinity Christian Academy** - High School Diploma - Lake Worth, Florida, USA. - 2010

**SAT Examination:** 1240 Score (December 2009)

**Bahamas Junior Certificates:** 6 Subjects above C (June 2007)

**References available upon request**