

# ELIE ZACHARIE ZOCK

1-48 Daly Av  
Ottawa (Ontario) K1N 6E4

613 415-1726

Courriel : [zockeliezacharie@yahoo.fr](mailto:zockeliezacharie@yahoo.fr)

## Objective

New permanent resident in Canada seeking short-term or part-time employment in fields such as logistics, customer service, delivery, or any roles that provide quick income. Motivated, adaptable, and ready to take on new challenges.

## Skills

- **Versatility and Quick Adaptation:** Able to quickly learn and adapt to various tasks.
- **Customer Service:** Experience in welcoming clients, handling orders, and ensuring customer satisfaction.
- **Physical Work:** Comfortable with physical tasks such as loading, unloading, and cleaning.
- **Time Management:** Ability to meet deadlines and work efficiently in fast-paced environments.

## Professional Experience

### Administrative Assistant

Ministry of Higher Education, Cameroon | 2019 - 2024

- Managed incoming and outgoing mail, scheduled meetings, and organized administrative documents.
- Welcomed visitors and managed phone calls.
- Coordinated with different departments to ensure smooth operations.

### Teacher

Mbalmayo Technical High School, Cameroon | 2015 - 2019

- Prepared and delivered mechanical engineering courses.
- Monitored student progress and provided assessments.

## Education

Bachelor's Degree in Education | University of Bamenda, Cameroon | 2019

## Languages

- French: Fluent
- English: Functional