

Rasheka Muirhead

Bottom Pen, Glendevon District |PO1#|

15 Bryce Hill Lane, Kingston 7- Mona
|PO1|

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AWARDS/ MAJOR ACHIEVEMENTS

- ❖ High school Diploma: Irwin High school (2021)
- ❖ First Speaker|Debate Team| Won Best speaker (2019)

SPECIAL SKILLS

Hard Skills: Data Analysis, Copy-write , Project Management, Content writer

Soft Skills: Analytical Skills, Creative Thinking, Interpersonal Skills, Leadership,

Photography

Industry Expertise: Customer Service, Event organization

COMPUTER SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Access)

Adobe Creative Suite (Illustrator, InDesign, Photoshop, Lightroom)

Canva

Capcut

WORK EXPERIENCE/EMPLOYMENT HISTORY

SOLACE RESTAURANT & LOUNGE

Hostess 2023

- Welcoming customers upon arrival.
- Confirming and scheduling reservations.
- Being attentive to the operation of the floor in order to gauge dining and seating flow.
- Answering questions and requests from clients in a prompt,courteous,and effective m

Promotions:

Hostess/Team Leader 2023

- Assisting the floor manager.
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- Recognizing,Correcting,and training team members on their weak areas.
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- Implementing strategies to ensure that the work load of staff are lessened.

Office Administrator January 2024- April2024

- Assisting the owner.
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- Administering payroll.
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- Conducting interviews.
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- Distributing responsibilities to team members in accordance with their abilities and capabilities.
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- Establishing a motivating and encouraging atmosphere.

PEOPLE'S NATIONAL PARTY

Personal Assistant - June 5, 2025- September 9, 2025

- Communications/Digital: Managed daily social media content planning and posting, significantly improving online engagement (or specific metric).
- Constituency: Assisted in the execution of public events and political walk-throughs, ensuring smooth real-time support including precise timekeeping and media documentation.
- Administrative/Personal: Provided high-level administrative support, including confidential calendar management, travel coordination, and liaising with key stakeholders.

Communications Assistant (Part-Time) - Office of Hon. Nekeisha Burchell, MP, South St. James-
September 12 – Present

- Provided remote communications support and managed multiple official social media platforms, including Instagram, YouTube, TikTok, and Facebook.
- Managed and responded to inbox messages across all platforms in a timely and professional manner.
- Planned, coordinated, and executed content scheduling to ensure platforms were consistently updated with relevant and timely information aligned with the MP's public schedule.
content planning, recording, and post-production editing sessions.
- Coordinated communication flow, scheduling, and event coverage with the Executive Assistant to ensure efficiency.
- Assisted in the execution of posts for significant national and community events, and supported the expansion of the MP's digital ecosystem.

Education & Training:

Examinations Or Courses Completed

BSc. Communication and Media Technology (Pending)	University of Technology, Jamaica	2024
CAPE (Entrepreneurship, Communication Studies)	Anchovy High School	2018-2021
CxC's (Mathematics, English Language, English Literature, Social Studies, Theater Arts, Information Technology Integrated Science, History)	Irwin High School	
CxC (Principle of Business) E-Learning Montego Bay		2021

AFFILIATIONS - COMMUNITY/CIVIC INVOLVEMENT

PARISH COUNCIL (VOLUNTARY WORK)
Assistant 2019