

Simone Gordon
#18 Picoplat street,
Orange Grove Road
Trincity
868 395-9792

Simonegordon42@gmail.com

www.linkedin.com/in/simone-gordon-559a8013b

Objective: Seeking a position in promotional marketing and communications.

EDUCATION

College: University of the West Indies, St Augustine

Degree: BA Communication Studies minor in Literature

Graduation Date: 2018

GPA: 3.27

Special course(s) of study: Mass Communications, Public relations, Oral Communication

WORK EXPERIENCE

Job Title: Administrative Assistant

Dates: June -August 2016

Employer: Bermudez Biscuit Company

Address: Maloney Road, Mt Lambert

Major Duties: Bookkeeping, scheduled appointments for Sales Manager,
Sent & received correspondence, greeted clients & customers

Job title: Customer service representative

Dates: July- August 2015

Employer: Nigel R. Khan Bookseller

Address: Trincity Mall

SPECIALIZED SKILLS

Verbal communication skills

Leadership skills

Microsoft Excel

Microsoft PowerPoint

ADDITIONAL INFORMATION

Communication coordinator at the Parish of the Incarnation

-Recipient of First citizens sports foundation youth award (karate) 2010 &2011

-Recipient of numerous honour subject awards 2008 – 2013

-Recipient of the Principal's award 2013

Youth group member Present

REFERENCES

Mrs. Allison Davis Lemessy

Teacher III Sec

779-9420

Mrs. Malah BirJah

Teacher III Sec

640-7537