

ARMAND BAPTISTE

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OBJECTIVE

Recent Secondary School graduate looking for full time employment in a position that requires a dedicated, young and enthusiastic employee who can be an asset to your esteemed establishment. Interested in a position that would allow me to grow as an individual whilst furthering my academic endeavours.

WORK EXPERIENCE

Sep 2015 – Nov 2015 Press Assistant

Scrip J

- Maintained appropriate inventory of paper, records usage and spoilage
- Ensured that the roll of paper is properly unwrapped, mounted and ready to be spliced
- Monitored the flow of paper throughout the run; and managed to installed new roll
- Managed to adjust ink, solvent, and varnish
- Adhered to all safety policies and procedures

May 2015 – Jul 2015 Back Store Attendant

Massy Stores

- Discard expired stock and outdated/spoiled items
- Take part in pre-inventory preparation
- Transported stock from storage to stock areas

Oct 2014 – Jan 2015 Car Washer

Scrubble Bubble Car Care Centre

- Cleaned vehicle external area by hand, brush and by operating washing equipment
- Polished, dried and cleaned vehicle windows, lights, windshields, mats and exterior body manually
- Vacuum, shampoo, add air freshener and clean vehicle interior

Dec 2013 – Feb 2014 Car Washer

Evolved AutoMotive

- Cleaned vehicle external area by hand, brush and by operating washing equipment
- Polished, dried and cleaned vehicle windows, lights, windshields, mats and exterior body manually
- Vacuum, shampoo, add air freshener and clean vehicle interior
- Determined requirement and added windshield fluid, gas, oil, water and antifreeze
- Performed basic maintenance check

Jun 2013 – Aug 2013 Automotive Service Technician Apprentice

Kevin Seon Service Tune-Ups

- Assisted and performed basic maintenance checks and diagnosis of the problem
- Performed repair and maintenance tasks as instructed

EDUCATION

CXC, Belmont Boys Secondary School, Jun 2015

ABILITIES AND SKILLS

- Superb communication skills: both verbal and written
- Dedicated and careful; high level of accuracy and attention to detail
- Basic computer skills
- Strong physical demeanor: able to consistently lift up to 50 lbs
- Profound ability to work as a cooperative part of a crew and be an enthusiastic learner

INTERESTS

- Music and Down Syndrome Awareness

REFERENCES

To be provided upon request