

KADISE SMALL

Date of birth: 03rd April 1987

Personal Details

Address: Lot 35 Apping Street, Longdenville , Chaguanas.

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Career objectives

I am keen to build my hospitality skills and experience in a challenging professional environment. I take pride in my attention to detail and ability to affectively manager my time. As my qualification and work experience demonstrate, I am able to work under pressure and to a consistently high standard.

Skills & Ability

- Strong written and verbal communication skills
- Experience and ease communication with a range of people including customers, managers and work colleagues.
- Experience and ease providing customer support (both verbal and written) including describing, suggesting and demonstrating.

Administration skills

Experience with a range of office duties including telephone, mail, filing, inventory and ordering.

Event management skills

- Strong organizational skills
- Experience with venue hire, catering and guest lists

Education & Training

1992-1999- Malabar RC Primary School

1999-2000- La horquetta South Government Primary School

2000-2005- Arima Government Secondary School

Currently pursuing my Bachelor's Degree at SITAL College of Tertiary Education Ltd in Business Management.

Academic Achievements

SUBJECT	EXAMINATIONS	GRADE	DATE
English A	CXC General	2	2005
Social Studies	CXC General	3	2005
Integrated Science	CXC General	3	2005
Principles of Business	CXC General	3	2005

Employment History

2005 – On the job training program at Richmond Street boy Anglican School as a Teacher Assistant.

2007- TTPOST Customer Service Representative as an administration assistant

2010- Santa Rosa Foods as a Laboratory assistant.

2013- Customer Service First (CSF) Couriers Ltd as Customer service Representative\ Administrative assistant

Referees

Marsha Valentine

Teacher 1

La horquetta South Government Primary School

1-868-684-6463

Adrian Thomas

Teacher 1

Richmond Street Boy Anglican Primary School

1-868-684-6463

