



RESUME

PERSONAL DETAILS

First Name:	Middle Name:	Last Name:
Lauren	Cheryl- Lee	Toussaint
Date of Birth:	Gender:	Citizenship:
18 September 1989	Female	Trinidad and Tobago [TT]

PERMANENT ADDRESS

Street:	
#67 Heights of Guanapo	
City:	Postal Code
Arima	
State:	Country:
	Trinidad and Tobago [TT]

CONTACT INFORMATION

Phone:	Mobile	Fax
(868) 340-3806	(868) 462-7833	N/A
E-Mail:	Website:	
laurentous1809@gmail.com	N/A	

OTHER

Expected Salary

Range:

Heard about this

Job:

Can Legally

Yes

Work in T&T:

Highest Level of
Education

CXC

Highest Career

Level:

Entry Level (less than 2 years of experience)

SECONDARY EDUCATION

Institute	Subject	Qualification	Grade	Completion Date
ARIMA GOVERNMENT SECONDARY SCHOOL	English	GCE O' Levels	1	October 2006
ARIMA GOVERNMENT SECONDARY SCHOOL	Electronic Document Preparation and Management	GCE O' Levels	1	October 2006
ARIMA GOVERNMENT SECONDARY SCHOOL	Office Administration	GCE O' Levels	1	October 2006
ARIMA GOVERNMENT SECONDARY SCHOOL	Social Studies	GCE O' Levels	2	October 2006
ARIMA GOVERNMENT SECONDARY SCHOOL	Principles of Business	GCE O' Levels	2	October 2006
ARIMA GOVERNMENT SECONDARY SCHOOL	Integrated Science	GCE O' Levels	2	October 2006
ARIMA GOVERNMENT SECONDARY SCHOOL	Principles of Accounts	GCE O' Levels	3	October 2006
ARIMA GOVERNMENT SECONDARY SCHOOL	Mathematics	GCE O' Levels	3	October 2006

HISTORY

Employer's Name Thompson's Mega Mart

Employer's Address #66 Eastern Main Road Arima.

Position / Job Title Cashier

Date Employed 1 February 2012 to 3 February 2017

Summary of Duties Attend to customers, cash goods. Weigh goods on scale to determine price, clean shop and market stall, pack out goods delivered, order goods from various sales vans.

Reason For Leaving Business was too slow

Employer's Name Maharaj Westside Supermarket

Employer's Address Corner of King and Lopez Street

Position / Job Title Cashier

Date Employed 1 September 2011 to 31 December 2011

Summary of Duties Cash goods, clean work space counter, balance draw, pack goods.

Reason For Leaving Could not work night shifts with no one available to watch my son

Employer's Name Gomez Mini Mart

Employer's Address La Retreat road Arima

Position / Job Title Cashier

Date Employed 1 October 2010 to 30 June 2011

Summary of Duties order goods for business, pack them away when delivered, cash customers and record credit sales in credit book. Balance draw at the end of shift

Reason For Leaving Business was too slow.

Employer's Name Food Delight

Employer's Address Industry street. Arima

Position / Job Title Cashier

Date Employed 1 January 2009 to 31 October 2009

Summary of Duties Clean establishment, attend to customers, help prep food for next day sales. Cash, balance register and budget money for buying back of stock, salaries and transport.

Reason For Leaving Could not stand for long periods of time. (pregnancy)

Employer's Name Unicomer Courts Limited

Employer's Address Frederick Street. Port of Spain

Position / Job Title Customer Service Representative

Date Employed 24 August 2008 to 31 December 2008

Summary of Duties Attend to customers, write up cash order bills for cash customers to take to the cashiers. Write up contracts for hire purchase customers. Assist customers via telephone who may have complaints and follow up with credit customers who may have outstanding balances.

Reason For Leaving Temporary position for peak season.

Employer's Name Aunty Nerra's

Employer's Address D'abadie

Position / Job Title Cashier

Date Employed 1 September 2007 to 31 December 2007

Summary of Duties Cashing breakfast, sweep and mop work space, attend to customers help prep for next day.

Reason For Leaving Business closed down.

Employer's Name Ministry of Planning And Development H.R. Department

Employer's Address Park Street Port of Spain

Position / Job Title Clerical Assistant On the Job Trainee

Date Employed 2 January 2007 to 3 July 2007

Summary of Duties filing, typing and assisting all permanent clerks with whatever tasks assigned.

Reason For Leaving	Job was on a 6 months contract
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Employer's Name	AlbroscoLimited
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Employer's Address	O'meara Industrial Estate, O'meara.
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Position / Job Title	Courier
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Date Employed	26 June 2006 to 16 September 2006
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Summary of Duties	Deliver all delivery reports, purchasing reports and other documents to all departments. Fill in when understaffed to fill orders for mosquito coils, mops or brillo pads.
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Reason For Leaving	Underpaid
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