

CHANTEL LAUREL CAMPBELL

#2 Ramgoolie Trace,
Southern Main Road,
Curepe.
Contact: 490-8338

Date of Birth: April 11th 1995

E-mail: chantelcampbell20@gmail.com

OBJECTIVE-I want to excel in a field with perseverance and dedication. In a company where I can use my education to help the company, meet and surpass its goals.

EXPERIENCE –

Rituals Coffee House (September 2016- February 2018)

Barista

Duties:

- Preparing Beverages
- Preparing Sandwiches
- Cashing
- Cleaning
- Hosting

Direc One (June 2016- September 2016)

Customer Service Representative

Duties:

- Answering incoming calls
- Rectifying Customer Mobile concerns
- Filing
- Updating Customer Mobile Accounts

- Telephone Promotion of new products
- Routing Calls

Ministry of Foreign and CARICOM Affairs (May 2015-June 2016)

Clerical Assistant

Duties:

- Answering Incoming Calls
- Filing Documents
- Updating Systems
- Distribution of Books
- Recording Incoming Mail
- Recording Outgoing Mail

Customs and Excise Division (December 2014-March 2015)

Clerical Assistant

Duties:

- Answering Incoming Calls
- Filing Manifest/Documents
- Attending to Import Customers
- Verifying information on Incoming Cargo
- Printing Cargo Manifest

Trinity Supermarket (December 2013- March 2013)

Merchandiser/Cashier

S.Chang Variety Store (July- August 2010 & 2011)

Merchandiser/Cashier/Warehouse Attendant

EDUCATION-

South East Port-of-Spain Secondary School (2007-2012)

QUALIFICATIONS- CXC O' Level

English III
Social Studies III
Principles of Business II
Home Management Economics II
Human and Social Biology III

HOBBIES -Singing, Reading, Netball

REFERENCES–

Chereece Francis
786-4763

Michelle Quashie
763-3103

Cassandra Gibbs
329-7212