

VICTORIA SANDY

Lp73 Waterfall Road, Maracas, St. Joseph

Contact: 798-1672

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OBJECTIVE

A dedicated and motivated individual determined to use skills to expand your company, and to give quality service by placing no less than my best foot forward.

EDUCATION

Tertiary

University of the Southern Caribbean | Royal Road, Maracas Valley, Maracas, St. Joseph.
(2012-2017)

Secondary

Arima North Secondary | Arima Old Road, Arima. (2008-2010)

Russell Latapy Secondary | Cipriani Street, Morvant. (2007-2008)

Northeastern College | Graham Trace, Ojoe Road, Sangre Grande. (2006-2007)

St. Andrews College | Eastern Main Road, Sangre Grande. (2002 – 2006: Obsolete)

QUALIFICATIONS

Bachelor of Arts (English) 2017

Caribbean Advanced Proficiency Examination (A' Level)	Grade	Year
Communication Studies	III	2010
Caribbean Studies, Literatures in English Unit 2	IV	2010
Literatures in English Unit 1, Spanish Unit 1&2	V	2010

Caribbean Examinations Counsel (O' Level)	Grade	Year
Spanish, Social Studies	II	2008
Mathematics, Human and Social Biology	III	2008
English A, English B, Office Administration	III	2007

WORK EXPERIENCE

→ Cashier (February 2017 – July 2017)

KFC | University of the West Indies Compound

Duties:

- *Greeting Customers*
- *Cashing*
- *Preparing side orders*

→ ESL Teaching Instructor (September 2016 – February 2017)

University of the Southern Caribbean | Royal Road, Maracas Valley, St. Joseph

Duties:

- *Teaching Basic and Elementary English as a Second Language*
- *Preparing Lesson Plans*
- *Conducting Student – Teacher Conferences*

→ Clerical Assistant (January 2016 – September 2016)

San Juan North Secondary | Bourg Mulatresse, Lower Santa Cruz, San Juan

Duties:

- *Filing*
- *Sending emails and faxes*
- *Answering calls*
- *Preparing letters*
- *Data entry*

→ **Clerical Assistant (Summer 2015: May – August)**

Sangre Grande Regional Corporation | Ramdass Street, Sangre Grande

Duties:

- *Filing*
- *Answering calls*
- *Preparing letters*
- *Participating in Recycling and Dog Act projects*

→ **Field Interviewer (Summer 2014: May – August)**

Market Facts and Opinions Ltd | Tragarete Road, Port of Spain

Duties:

- *Conduct research to gather information about survey topics*

→ **Clerical Assistant (September 2013 – February 2014)**

St. Joseph Boys' R.C Primary School | Abercromby Street, St. Joseph.

Duties:

- *Filing*
- *Answering calls*
- *Registering students*
- *Preparing letters*

→ **Continuous Assessment Component Assistant (CAC) - (January 2013 – July 2013)**

Guaico Presbyterian Primary School | Eastern Main Road Guaico, Sangre Grande

Duties:

- *Enter essay marks for CAC*
- *Managed classes at teacher's absence*

→ **Customer Service Representative (Summers 2011-2012)**

Francis Fashion Shoe Locker | Trincity Mall, Trincity

Duties:

- *Greeted customers and provided information on promotions and sales*
- *Attended to customers every need*

OTHER SKILLS

OJT Life Skills Training

Computer Literate – Ms Word, Ms Excel, Ms PowerPoint, Ms Publisher

REFERENCES

- Mrs. Alicia Lucien-Baptiste
Ag. Vice Principal
Russell Latapy Secondary

1-868-710-3428
- Ms. Teneka Hector
Clerk III
San Juan North Secondary

1-868-748-6103
- Mrs. Shelley-Ann Edwards Barran
Director
The Language Centre
University of the Southern Caribbean

1-868-751-5996