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OBJECTIVES

To obtain a position where I can gain experience in the work environment while contributing to the advancement of the company.

EDUCATION

Bishop Anstey High School East. (2009-2014)
Bishop Anstey and Trinity College East Sixth Form. (2014-2016)
September 2016- Present: Currently pursuing a Bachelor of Science degree at the University of the West Indies.

CAPE/A' LEVELS:

- Communication Studies Unit I- Grade I
 - Caribbean Studies Unit II- Grade I
 - Biology Unit I- Grade I
 - Chemistry Unit I- Grade I
 - Physics Unit I- Grade I
 - Biology Unit II- Grade I
 - Chemistry Unit II- Grade II
 - Physics Unit II- Grade II

June 2014 CXC/ CSEC/ GCE O'LEVELS

- English A Grade I
- Mathematics- Grade I
- English B- Grade I
- Biology- Grade I
- Chemistry- Grade I
- Physics- Grade I
- Social- Studies- Grade I
 - French- Grade II

PROFESSIONAL EXPERIENCE

Green Dot Limited • 29 Cipriani Boulevard, Port of Spain, Trinidad.

Customer Service Representative. 26/06/2014 – 31/08/2014

- Responding to customer complaints in a polite and timely fashion.
- Customer retention- convincing dissatisfied customers to keep the company's provided services.

SKILLS

- * Communication skills- the ability to write, speak and listen effectively.
- Computer and Technical Literacy- good command and understanding of word processing, spreadsheets and other computer hardware and software.
- * Teamwork & Interpersonal Skills- The ability to relate with and inspire others to collaboratively work in order to achieve a common goal.
 - * Adaptability- the ability to undertake new or expanded roles in a calm, collective and timely manner.

EXTRA CURRICULAR ACTIVITIES:

- Pathfinder Club
- Laventille Youth Chorale.

References:

• Cheryl St. Louis- Felix: 868-352-0182

• Renee Joseph: 868-678-5903