

# Franchesca Pereira

## Objective

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To secure a position in an organization where my skills, experience and education can be effectively used and further developed to the benefit of the organization and the community.

## Experience

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April 7<sup>th</sup> 2014 – November 2017   Ink & Print Technology Ltd.   Cane Farm, Tacarigua

Sales Assistant –

- Copying, printing, binding, laminating, typing, scanning,
- Graphic Design: business cards, flyers, tickets, certificates, invitations, etc.
- Customer Service and Cashing
- Responsible for front of store operations e.g. opening and closing of store, and ordering and receiving of goods
- Training and supervising new employees
- Responsible for keeping work environment clean and organized

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June 1<sup>st</sup> 2013 – April 5<sup>th</sup> 2014

Paperclips 2

Arima

Sales Assistant –

- Faxing, copying, binding, laminating, printing, typing, scanning
- Responsible for front of store operations
- Graphic Design
- Customer service and Cashing
- Training and supervising new employees
- Responsible for keeping work environment clean and organized

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## Experience Continued

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Nov. – Jan. (part time)  
2009 – Present

M&V's Catering  
Service

Arima

Kitchen Assistant –

- Food preparation
- Waiting for weddings and dinners, etc.
- Training and supervising new employees

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May 2007 – Dec 2007

Service Commission  
Department

Port of Spain

Clerical Assistant –

- Records Management

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Dec 2006 – March 2007

Ministry of Legal  
Affairs

Port of Spain

Clerical Assistant –

- Data Entry

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Dec 2005 – Nov 2006

Glendale's Drugs

Trincity Mall

Sales Assistant –

- Cashing
- Customer service

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## Education

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Arima

1999 – 2004

Arima Government Secondary School

Seven o' level passes:

- Mathematics – 1
- English – 1
- Physics – 1
- Biology – 2
- Literature – 2
- Geography – 2
- Chemistry – 3

## Additional Course

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National Energy Skills Centre

Level 2 – Microsoft Word, Excel and Access

## References

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Available upon request