

# *Chanel D. Diaz*

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chaneldiaz257@gmail.com / 868- 302-4413\868-728-6735

## ***Objective***

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*To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people that will benefit your company in any way possible.*

## ***Education***

- *Telemarketing Course – (P.O.S 2016)*
- *Sital College – Airline Reservations ( Tacarigua 2012-2013)*
- *Eldorado East Secondary School (2008-2012)*
- *Arima Girls R.C School (2002-2007)*

## ***Qualifications***

- *English A*
- *Spanish (conversational level)*
- *Music*
- *Social Studies*

## **Experience**

- Barataria dental clinic (front desk clerk/ dental assistant (2017)
- Igor ( customer service agent) - (wallerfiled)- 2016
- Gentle Touch Family Dentistry (2015-2016) – Dental Assistant
- METC (2016)- Telemarketer
- Housing Development Corporation (2014-2015)- Rental Field Officer/ data entry clerk
- American Airlines (2015)- Travel Agent
- Fineline Distributors Limited (2013) – Food/ Customer Service Representative
- Micles Limited (2013)- Sales Clerk/ Cashier

## **Extra Attributes**

- Conversational Spanish
- Computer Literate
- Airline Reservations
- Telemarketing

## **Hobbies**

- Reading
- Poetry Writing

## **References**

- *Germaine Pollard*

*Human Resources Manager*

*Neal and Massy Automotive Components - O'meara*

*1-868-478-6868*

- *Tricia Rojas*

*Office Administrator*

*Tent Plus*

*1-868-747-6777*