

# QUINEQUOI PINNOCK

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## **Objective**

To obtain a position where I can utilize my educational background, as well as my past experiences.

## **Summary of Qualifications**

- Excellent Communication and Interpersonal Skills
- Good Time Management and Organizational Skills
- Able to work under pressure and adapt well to new skills
- Advanced computer skills

## **Certifications**

- Occupational Health, Environmental, Safety Studies

## **Education**

- University of the West Indies  
Trinidad and Tobago (Open Campus)
- Holy Faith Convent Penal  
Trinidad and Tobago

## **Professional Experience**

- **The M Store March 2013 – Aug 2013**  
Cashier Full Time
- **Auto Smash Repairs Oct 2012 – March 2013**  
Administrative Assistant Contract  
Answer customers queries  
Take payments  
Set up appointments  
Bookkeeping  
Inventory