

# Neisha Guy

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## Personal Information

Name: Neisha Julia Guy  
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Email: neishaguy@gmail.com  
neishajguy@yahoo.com  
Phone: 1-868-683-6595/1-868-335-1499

## Attributes

- Possess the ability to work with minimal/ no supervision
- Willingness to learn and grow
- Team leader/ team player
- Committed Employee
- Leadership qualities
- Works with initiative
- Proactive employee
- Ability to multi-task
- Diligent worker



## ACCOMPLISHMENTS

- 2015- ***Award of Excellence***  
Received From The Sangre Grande Regional Corporation
- 2014-Winner of ***Digicel Rising Stars***
- 2008- Winner of ***We Beat We Talent***  
Competition (Late Earl Crosby)

## CREATIVE SKILLS

- Beauty Therapy
- Makeup Artiste
- Singer
- Songwriter
- Recording Artist
- Vocal Coach
- Jewellery Construction & Design
- Vocal Arrangement
- Clothing Construction & Design
- Braiding & Hair Styling

## **Interests**

- Vocal Coach
- Makeup Artistry
- Beauty Therapy
- Vocal Arrangement
- Music & Performance Arts
- Clothing Construction & Design
- Jewellery Construction & Design
- Working towards better health practices (Cross-fit)

## **Employment/ Experience**

### **2003- Present**

#### **Neisha Guy**

- . Vocalist/ Song Writer/ Recording Artist
- . Tobago Jazz Experience 2015 & 2017
- . Fiesta Plaza, Movie Towne
- . Island Club Casino, Grand Bazaar
- . Royal Princess, South Park, Club Princess
- . HYATT, Hilton, Cascadia, Radisson, Queens Hall
- . Guardian Group, Sagicor, Maritime, NIBTT, YTEPP & more

**Employer Name:** Courts (Unicomer Ltd).

**Period:** October 2010- December 2010 (Temporary Contract)

**Title:** Customer Service Representative/ Sales

## **Duties**

- Typing
- Reception
- Display Management
- Basic House Keeping
- File & Stock Management/ Maintenance
- Customer Service Representation/ sales department

**Employer Name:** Sylvester & Sylvester Auto Repairs  
**Period:** November 2007- December 2008  
**Title:** Secretary

**Duties**

- Typing
- Secretarial
- Supervisor
- Receptionist
- House Keeping
- Debt Collecting
- Stock Management
- Customer Service Representative
- Receiving Money and Daily Accounting Duties
- Updating Customers Information (File Maintenance)
- Estimating Auto body damages, creating and approving estimates for accident vehicles
- Creating and documenting Estimates, Bills of Sale, Receipts, Write off notes, Invoices, Satisfactory Notes etc.

**Employer Name:** Marine Safety Training and Consultants Ltd  
**Period:** January – April 2007  
**Title:** Secretary

**Duties**

- Typing
- Secretarial
- Supervisor
- Receptionist
- House Keeping
- Debt Collecting
- Stock Management
- Customer Service Representative
- Preparing Material for each daily course
- Receiving money and daily accounting
- Updating Customer/ student information (File Maintenance)

**Employer Name: Kinko's Ltd**

**Period:** 2004

**Title:** Clerk/ Customer Service Representative/ Telemarketer/  
File Manager

**Duties**

- Typing
- Supervisor
- Receptionist
- Display Management
- Basic House Keeping
- File & Stock Management/ Maintenance
- Management/ Updating and Maintenance
- Customer Service Representation/ sales department
- Marketing products to regional and local customers (telemarketing)
- Copying, Printing, Book binding, Preserving Documents for customers (Laminating)

**Employer Name: Mode Alive Trading Company Ltd.**

**Period:** 2003-2004

**Title:** Customer Service Representative/ Telemarketer/ Sales

**Duties**

- Serving walk in customers/ Sales department
- Bath (stocks) Accessories department manager
- Updating customers information (file management)
- Meeting and serving the company's local and regional customers
- Marketing the products to regional and local customers (telephone)

## **Academics**

1995-2000/2001	Success/Laventille Composite School
2001-2002	Zenith Educational Institute
2002-2003	Helping Youth Prepare For Employment (H.Y.P.E.)
2005-2007	Youth Training Entrepreneurship & Partnership Program (Y.T.E.P.P.)

## **Grades**

### **CXC O' Levels (2000- 2002)**

English A	I
Mathematics	III
Biology	III
Spanish	III
Chemistry	IIII
Physics	IIII
Additional Mathematics	(No Grade)

### **Cambridge O' Levels (2002)**

Information Technology (Computer Science)	C
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## **Basic Level Training in the following areas:**

- Computer Literacy
- Skills For the Automated Office (Word, Excel, Power Point, Access)
- Micro Entrepreneurship
- Electrical Installation
- Masonry
- Gypsum Installation
- Welding & Fabrication
- Jewelry Design & Construction
- Makeup/ Beauty Therapy

## **References**

**Joel Stewart**

Friend

**286-0941**

**Fenton Barriteau**

Manager (Business Owner)

Past Manager of Kinko's Ltd

**389-2619**

**Gabriel Bernard**

Gold Point Entertainment Ltd

Employer (Vocalist)

**795-0370**

**Jason Fridge Seecharan**

Vocalist/ Acquaintance

Member of Group H2OPhlo

**737-2907**

**Deanna Punter-Caraballo**

Mother

Primary School Teacher

**620-2057**

**Peter Guy**

Father

Fisherman/ Maxi Taxi Driver (Owner)

**683-5705**

**Dave Lashley**

Island Club Casino

Grand Bazaar

**620-4119**