

Teneal Latifa Shanice Jones

#2108, Michael Anthony Avenue La Horquetta, Arima
Phone: (868) 292-5360/338-8021 Email: jteneal@yahoo.com

Career Objectives

To secure a position with a well substantiated organization with a stable environment that will lead to a lasting relationship in the field, which would then permit me to use my educational background, and experience and ability to work to assist the growth and development of the organization

Work History

- **Price Smart** **November 2016-December 2016**
Seasonal Human Resource Assistant
- **MIC Institute of Technology** **2014-2016**
 - Marketing Representative II
Generated Quotations, work orders, Increase sales, generate cash bills, delivery notes, maintain customer base
 - Administrative Assistant Trainee, Clerk I **2011-2014**
Reported to the Workshop Manager, Draft Vacation leave, Casual and sick and Warning letters, clerical duties
 - Intern at Metal Industries Company Ltd **2013**
- **Eric Williams Medical Science Complex** **June 2010-August 2010**
Paediatric Clinic
Administrative Assistant
Statistical reports, filing, Data entry
- **Cee-Jay's Mini- Mart** **2009-2010**
Shop Attendant
Sales, Purchasing of Goods, Cashing, stock taking, issuing refunds, balancing cash register with receipts

Education

University of the Southern Caribbean, **2009-2014**
Maracas St. Joseph
(BBA) Bachelors of Business Administration in Management
Cumulative University Gpa 3.27

Bon Air High School, Arouca (CXC) **2004-2009**
Principles of Business I (Distinction)
Social Studies II (Two)
Mathematics III (Three)
English III (Three)

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Principles of Accounts
Spanish
Biology

III (Three)
III (Three)
III (Three)

Certificates

French Level I
Export Marketing
Quality Management

May-December 2015
May 2015
May 2015

Hobbies

- Sports- Cricket, Swimming, Lawn tennis
- Outdoor- Hiking, Camping
- Other- Culinary arts and Reading

Skills and Abilities

- Ability to acclimatize to change and quickly acquire new technical skills
- responsible and resourceful employee

Other

- Assist in voluntary work at CEE JAY'S Auto by issuing sales and dealing with purchases and data entry as well as cash flow on Sundays
- Secretary of S.M.I.L.E a non-profit faith based Organization catered towards transforming the lives of teen parents and widows/widowers.
- Possess valid driver's permit, Class 3 (Manual)

References

- Wendy Browne, Secretary, Princess Elizabeth Centre, Phone Number: (868)-625-0777
- Sherry-Lyn Legall, School of Business, University of the Southern Caribbean: (868)-662-2241 ext. 2903
- Conrad Duncan, Engineer, Metal Industries Company, Phone Number:(868)-799-5962