

SHENNEL TRIMMINGHAM

Email: shenneltrimmingham@gmail.com

Phone: 3948687

Address: Upper LA Puerta Avenue Diego Martin

April 21st 1997

Objective: To use my skills and knowledge for the betterment of the company.

Education :

LA Puerta Government Primary School
2005 - 2009

Diego Martin Central Secondary School
2009 - 2014
Mathematics III
English II
Principles of Business III
Office Administration II
Information Technology II
Food and Nutrition I

Work Experience

On-the-Job-Training
Textbook Rental Assistant
St Anthonys College
Moore Coco Road
Diego Martin
February 7th - July 6th 2015

Description :

Distribute appropriate textbooks to forms 1-5 students.

Collect textbooks for new school year.

Order the needed textbooks.

Create a stock record of textbook using Microsoft Excel and Microsoft Word.

Make and receive calls to and from parents regarding when students need to return and collect textbooks.

Distribute report books.

Menial printing and photocopying work.

Answering the telephone.

Hobbies

Cooking, Baking ,Drawing, Volunteer work, Electrical Installation, Masonry

References

Luke Elms

Phone : 7740711

Karen Dick

Phone: 3858023