

Tshuna Mcsween
no.6 High Road, La- Brea
EMAIL:Purplepenink@yahoo.com
(868)343-9858/271-7200

OBJECTIVE: seeking the available position Receptionist

Personal Information:

ID no: 19881112029

EDUCATION BACKGROUND:

- 0 Enterprise medical college - Medical Assistant Course (2013)
 - 1 Servol Life Center 2007 Life Skills Training Program
 - 2 Holy Name Convent Point Fortin (secondary) 2005
- O' Levels-
- English A
- Human and Social Biology
- Social Studies

OTHER ABILITIES:

- 3 Computer Literate
- 4 Fast Learner

PAST WORK EXPERIENCE: (Contract)

La Brea Youth Company

Position: Office Clerk

Duties: Employee Paysheet/ recording daily attendance

DeeMac Automotive Services(2015-2016)

Position: Secretary/ cashier

Duties: Receiving Customers/ selling the company's services

Courts Furniture Store (Peak Season Contract) 2010

Position: Gift/Sales Clerk

Duties: Checking Customer(s) contract to see which gift they have qualified for based on amount of money spent at the store/ Assist and promote sales of items.

REFEREES:

1. David Bigford

Director of La Brea Youth Company/Past Employer

Phone:327-9412

2. Father Mathias Ali

Priest/Church

Phone:648-7478