

# MARISSA HUMPHREY

Date of birth: 18<sup>th</sup> August, 1993.

Address: #4605 Ken Morris Avenue Phase Four La Horquetta, Arima.

Tel No: 346-1487

Email: [marissahumphrey196@yahoo.com](mailto:marissahumphrey196@yahoo.com)

## **OBJECTIVE:**

To provide a keen sense of responsibility and good work ethics in an organization where my skills and knowledge can be effectively applied resulting in the promotion of further growth and success within the organization.

## **EDUCATION:**

St. Joseph's Convent, St. Joseph	2005-2010
La Horquetta South Government Primary School	1998-2005

## **QUALIFICATIONS:**

### **CXC O' LEVELS**

• English Language	Grade II
• English Literature	Grade II
• Spanish	Grade II
• Biology	Grade III
• Mathematics	Grade III
• Additional Mathematics	Grade III

NEC Certificate in Computer Literacy

## **HOBBIES:**

- Reading
- Volleyball

## **WORK EXPERIENCE:**

- **Brenth Straker Electrical Ltd.** July 2013- Present  
Administrative Assistant Part-Time
- **Just Cds and Accessories Ltd.** July 2012-March 2014  
Accounts Payables Clerk/ Administrative Assistant

### **PROFESSIONAL ATTRIBUTES:**

- Working knowledge of Microsoft Office Suite and Peachtree Software
- Ability to identify and resolve problems proactively
- Innovative, dynamic and resourceful individual
- Possess strong interpersonal, organizational and analytical skills
- Ability to work independently with little or no supervision, also as a dedicated member of a team

### **REFERNCES:**

Mr. Brenth Straker  
Director  
Brenth Straker Electrical Ltd.  
310-8088 (Mobile)

Mr. Bernard Hosam  
Director  
Just Cd's and Accessories Ltd.  
622-3640(Office)  
360-4680 (Mobile)

Ms. Ayanna Humphrey  
Attorney-at-law  
627-6022 (Office)  
767-8384 (Mobile)