

OUSHA-MARIE ROBINSON

#4 Eden Place, Paradise West, Tacarigua, Trinidad W.I.

868-797-3141

Oush.robinson@gmail.com

OBJECTIVE

To obtain a long term position that allows me to utilize my experience, educational skills and function as part of a team that contributes to the overall improvement of the company's operation.

EDUCATION

School of Business & Computer Sciences - SBCS

ABE (Association of Business Executives) - Level One

2003-2005

Introduction to Business Communication

Introduction to Business Administration

Introduction to Accounting

Introduction to Quantitative Methods

El Dorado Secondary School

CXC O'Levels - 7 passes

1998-2003

English Language

English Literature

Mathematics

Social Studies

Principles of Business

Integrated Science

Food & Nutrition

WORK EXPERIENCE

British American Insurance Company Limited

Mar-May 2008

Administrative Assistant - Provided Customer service and Clerical support for the organization.

It is with this position that I was able to learn:

- How to juggle multiple projects while paying great attention to details.
- Strong administrative skills.
- Exceptional customer service skills, over the phone and in person, with customers and other departments.
- Strong sense of urgency and problem solving skills.

OUSHA-MARIE ROBINSON

#4 Eden Place, Paradise West, Tacarigua, Trinidad W.I.

868-797-3141

Oush.robinson@gmail.com

Nigel R Khan Booksellers
Sales Associate

2007

Wonderful World Stores
Sales Associate

2005-2007

SKILLS & ABILITIES

Excellent Internet and Social Media Skills
Proficient in Microsoft Office Suite

REFERENCES

Ms. Rhea Robinson
Attorney at Law
868-682-4731

Mrs. Dion Fermin-Pinder
Corporate Account Manager
TSTT
868-682-4731