

ALISHA MC BURNIE

#9 Mountain View Drive, Akal Trace, Upper Santa Cruz

Trinidad W.I. 492-5538

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OBJECTIVE

To continue my career in an organization where my skills and experience will be utilized fully; adding value and efficiency to the organization by obtaining mutual growth and success.

EMPLOYMENT EXPERIENCE

Petroleum Dealers Cooperative Society Ltd. December 1-December 31 2015 Trinidad

Office Assistant

- File management
- Data entry
- General office duties
- Customer service

Peter Elias Clothing Shops March-April 2015 Trinidad

Sales Associate

- Customer service
- General in store duties

Jomac Auto Ltd July-December 2013 Trinidad

Cashier

- Data entry
- General office duties
- Cashing
- Balancing cashier sheet daily

Shoe Avenue April-June 2013 Trinidad

Sales Representative

- Customer service
- General in store duties

Quality Services Ltd July-August 2010 Grenada

Cashier

- Cashing
- Balancing cashier sheet daily
- Assisting in various other areas in the store

Sales Representative

Customer service

General in store duties

EDUCATION

School	Year	Grenada
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Beaulieu Roman Catholic School

1999-2005

Boca Secondary School

2005-2012

Subjects	Grade
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Principles of Business

(III)

Office Administration

(III)

Integrated Science

(III)

Agricultural Science

(III)

Food & Nutrition

(III)

English A

(II)

Mathematics

(III)

Other: Certificate as a participant of 2010 Food & Nutrition Quiz

REFERENCES

Chantel Scott

Teacher

Teacher's Education

327-4434

Toni Perrotte

Clerk 1

Service Commissions Department

491-6142

Damian Grey

Police Officer

Central Police Station

738-7154