

CANDICE GORDON

186 A Parforce Road, Bonne Aventure, Gasparillo,
Contact Nos.: 333-1207, 493-5016, 682-9710
Email Address: candice4advertising@gmail.com
Date of Birth: 22/11/1991

WORK HISTORY:

Market Research Associate

August 2016 to November 2016

Digicel Company Limited.

- Contact customers from a reliable database to promote the products and services.
- Create strategies to convince customers to purchase our products and services.
- Assist customers with technical issues regarding their phone, sim cards or credit.
- Perform administrative duties, such as, keeping sales records, and filing expense account reports and preparing excel spreadsheet for client information.

Sales Executive

January 12th to June 2015.

Guardian Media Limited (Trinidad & Tobago Print & Publishing Company)

- Achieve Monthly Sales target set by GML
- Secure Sales by establishing a win/win sales approach
- Monitor market conditions, product innovations, and competitors' products, prices, and sales.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Consult with clients after sales or contract signings to resolve problems and to provide ongoing support.
- Recommend products to customers, based on customers' needs and interests.

Classified /Advertising Clerk

February to July 2014

Guardian Media Limited (Trinidad & Tobago Print & Publishing Company)

- Entering Classified Advertisements in the newspapers
- Booking Space Advertisements (Clients includes Memoriam and Vacancy ads)
- Telemarketing
- Calculating costs of advertisements
- Telephone and email follow-up with clients
- Other administrative duties including mailing out receipts, faxing and filing

Clerical Assistant

January 2012 to September, 2013
VOS Government primary school

- Answering phone lines and responding to caller's questions, or directing the call to the appropriate party
- Responding to requests for information via phone or in-person
- Creating invoices
- Dealing with all financial documentation
- Preparing correspondence
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.
- Deliver messages and run errands.
- Collect, count, and disburse money, do basic bookkeeping, and complete banking transactions.

Assistant Chef

July to September, 2011
Oh Fudge Desserts

- Aiding in the preparation of desserts, pizzas, pastries and other delicacies.

Sales Representative

February, 2010 to July, 2010
Nigel R. Khan Bookseller Limited

- Attending Book Fairs, interacting with students, teachers and principals

Cashier

, July 2008 to August, 2008
Massy Foods (Formerly Hilo Supermarket)

- Providing excellent customer service
- Performing register functions
- Bagging
- Performing price and stock checks

EDUCATION:

- **B. Ed. - Early Childhood and Family Studies**
Completed 90 credits towards bachelors of education, ECFS.
University of the West Indies
Open Campus.
 - **English Language Proficiency Test**
August 16th, 2015
University of the West Indies
 - **Basic Computer Literacy**
2nd March- 6th April, 2009
 - School of Business and Computer Science
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- **Secretarial Course**

28th June- 25th August, 2008
Secretarial Training School

- **C.X.C Ordinary Levels:**

- Agriculture Science Grade 3
- English A Grade 2
- Food and Nutrition Grade 3
- Principal of Business Grade 3
- Visual arts Grade 3
- Mathematics (Currently attending Classes to do Math Exam)

VOLUNTARY WORK:

- Have volunteered to assist the Twelve Tribe of Israel Youth Group at their homework center.

NON-PROFIT ORGANIZATION; YOUTH GROUP.

- I am also involved in live, love, laugh youth group as the group's secretary. We ventured into this nonprofit organization with the desire to assist underprivileged persons in our society in different ways we could. Ways such as; assisting upcoming entrepreneurs in marketing, promoting and showcasing their goods and services as well as their talents, empowering and encouraging youths from all walks of life to be innovative and to pursue charitable work and to assist others.

HOBBIES:

- I love reading Books from my favorite author Jane Austin
- I love watching football games
- I love socializing with my peers and family members.

REFERENCES:

- Ms. Hazel Ross Perot - Branch Manager, Guardian Media Limited South- 652-2763
 - Ms. Singh Early - Childhood Teacher, Harmony Hall Government School - 777-5252
 - Ms. Boatswain - Principal, Gasparillo Government Primary - 650-1022.
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