

# Esther Crystal Burrowes

esther.burrowes19@gmail.com

#10 Baptiste Avenue, Southern Main Road, Chase Village, Carapichaima.

(868)-720-7306 or (868)-353-9501

## Objective

To be part of a competent team in a dynamic and quality driven organization that is committed to growth and development while utilizing my skills and assisting the company in providing a service nonpareil to other organization.

## Education

### **Couva East Secondary School – 2005 - 2010**

#### **Caribbean Secondary Examination Certificate**

- English - One
- English Literature - Two
- Geography - Three
- Integrated Science - Two
- Mathematics - Two
- Social Studies - Two
- Spanish – Three

### **University of the Southern Caribbean – 2010 to present date.**

- **Bachelor of Arts in English**

Completed course requirements of aforementioned degree.

## Experience

JTA Supermarket Ltd | Isaac Junction, Couva Shopping Complex, Couva.

### *Cashier*

January 2012 – September 2012

- Interacting with customers on a day to day basis.
- Responsible for cashing customer's items and ensuring that they receive their items.
- Cash balances.
- Inventory.

Ministry of Housing and Urban Development | #44-46 HDC Building, South Quay,  
Port-of-Spain

### *Communications Assistant /Customer Service Representative*

June 2011 – August 2011, June 2012 – August 2012, June 2013 – August 2013,

June 2014 – September 2014 (Internship Programme)

- Interacting with citizens on a day to day basis.
- Planning in-house and external events.
- Interacting with the media on various matters as well as sending media releases and media invites to various media houses and personnel.
- Assist clients with various problems
- Face to Face as well as Telephone interaction with clients

## Other Training Experience

- Bridges to the Heart (NGO) – Director, Administrative Assistant/Secretary
- Eternal Love, Life and Light Ministries – Youth Leader

## References

**Rev. Renny Clarke**

Liberation Family Center – Founder, Pastor

#13 Redwood Street, Morvant, Port-of-Spain

Esther Crystal Burrowes



(868)-626-0052

**Mrs. Elvira Davis**

Ministry of Housing and Urban Development (SILWC) – Accounting Executive

Cor. Dove and Balisier Street, Couva

(868)-680-7459