

Tegana Phillip
Ackbarali Trace Ext 3,
Malabar, Arima.
389-4450/337-8755
teganaphillip@outlook.com

SUMMARY OF KEY COMPETENICES

- High focused good communicator in public relations.
- Proficient in Microsoft word, excel & access.
- Great in research and organizational skills.
- Demonstrates creativity and customer service skills.
- Speaks and writes Spanish.

EDUCATION

Malabar Secondary School-Flamingo Boulevard,
Malabar,Arima (2013)

CSEC General Proficiency 2013

- English Language
Grade 1
- Mathematics
Grade 2
- Biology
Grade 2
- Chemistry
Grade 2
- Human Social Biology
Grade 1
- Spanish
Grade 3
- Information Technology
Grade 1

Arima North Secondary School-Arima Old Road,
Arima(2014)

CAPE General Proficiency 2014

- Communication Studies
Grade 4
- Biology
Grade 4

Chevalier Educational Institute-Green Street,
Arima (2015)

AWARDS & ACHIEVEMENT

Second Place Winner of N.A.L.I.S Reading Competition-September 2008
Reading & Arts Category

EMPLOYMENT EXPERIENCE

Mario's pizzeria restaurant- El Dorado 2014
Former Customer Service Representative

- Maintained clean and effective work environment.
- Exercised key ability to work in challenging environment.
- Operated diverse cooking equipment.
- Demonstrated public service skills towards customers.

PROFESSIONAL EXPERIENCE

Former library prefect

- Organization of files and books
- Supervision of library in teacher's absence

Former Vice President of Malabar 4HClub

- Supervision of club members in President and teacher's absence
- Responsible for club files and reports

REFERENCES

Mrs. Ceronne Thomas
Teacher
Arima North Secondary
Arima Old Road, Arima.

Ms. Cindy Walkins
Teacher
Malabar Secondary School
Flamingo Boulevard,
Malabar, Arima.

