

Jessica LaCario
LP #70 Munroe Road, Cunupia
Cell: 759-3382

OBJECTIVE:

To work within an Organization where I am able to gain experience and further enhance my interpersonal skills.

EDUCATION:

Imperial College
CXC O Levels

2015 – 2016

English

Grade II

Mathematics

Grade III

Social Studies

Grade III

Principles of Business

Grade III

Miracle Ministry

2011 – 2012

Couva Exchange RC School

2004 – 2011

EXPERIENCE:

Joseph S.D. Sookoo
Attorney-at-Law
Regius Chambers

September 2016 – March 2017
Office Assistant

Duties: Filing of Legal Documents in Court, Answering incoming calls, Maintaining Client Files, Photocopying, Purchasing stationery and office supplies.

REFERENCES:

Mr. Joseph Sookoo
Attorney-at-Law
Regius Chambers
476-8119

Mr. Brian Bernardo
Managing Director
Bernardo AC Solutions Limited
620-2062

Mr. Sheldon Nolan
Principal
Imperial College
773-1184