***RESUME’***

***SHIMYCA JACK***

***#41 Woodford Street,***

***New Town, Port-of-Spain,***

***Telephone No : 293-5142/325-6626***

DATE OF BIRTH: 10TH June, 1985

AGE: 28 yrs

GENDER: Female

NATIONALITY: Trinidadian

RELIGION: Seventh Day Adventist

EMAIL ADDRESS: sidjaborris@yahoo.com

**EDUCATION:**

2000-2002- Mucurapo Senior Comprehensive

2002-2003- Diego Martin Finishing School

2002-2003- World Mission Creative Arts Centre (Music and Vocal Training)

2005- Y.T.E.E.P. (Beauty Culture)

2005- School of Business and Computer Science (Computer Literacy)

**QUALIFICATIONS:**

English A- Grade III-General

Principles of Business- Grade III- General

Social Studies- Grade III –General

Office Administration – Grade III- General

Human and Social Biology – Grade III- General

**CERTIFICATE**

Microsoft Windows 2000,

Microsoft Word, Excel,

Power point,

XP, The Internet

**EXPERIENCE**

C.A.T.S -Computer Sales and Services Store **-**Secretary to the Manger

Ministry of Science and Technology (O.J.T) –Clerical Assistant

Direc One –Customer Service Specialist

Safeguard Service Ltd.- Security Officer

Hilo Food Stores –Cashier

Borrisserv Security Services – Security Administrative Assistant

Amalgamated Security Services –Security Officer

**REFERENCES:**

1. Michael Adamson

Teacher II

731-4636

1. Jenisa Nedd

Registered Nurse

371-4113