**Shaneka Arnold**  
7 St. Albans Lane Franklin Town  
Kingston 16

(876) 405-5730 - (876) 405-5730   
Email Shaneka\_arnold@yahoo.com  
  
  
  
**OBJECTIVE:**

To secure a position as a Store Administrator – Trainee within your organization, so it may allow me to contribute my related skills in the accomplishment of any given task in the field.  
  
**SPECIAL TRAININGS:**

* **PATH/Steps to Work/HEART** - 4 weeks intensive Job Readiness Trainingin Business Administration (NVQJ) Level11. (February to March 2014)

Core courses included Customer Service, Sales and Marketing – (Certification pending).

* **Dress for Success** Workshops in Personal Development

**EDUCATION:**

Clan Carthy High School (September 2008- June 2014)  
 Caribbean Secondary Examination Certificate (CSEC)  
Foods and Nutrition 2  
Information Technology 3  
Clothing and Textile 3  
Social Studies 3  
Mathematics Pending  
Human and Social Biology Pending  
English A Pending  
  
  
**EXPERIENCE:**

Cashier: Sophia’s Groceries - Rollington Town, Kingston 16 (December 2013 - February 2014)  
• Cash customers’ goods.   
• Ensure that the customer is satisfied and gets a receipt when he/she is leaving.

Assistance: University of Technology, Jamaica (UTECH) –kingston6.

* Answering the telephone and transferring calls.
* Delivering mails on the campus.
* Meeting and greeting customers/students.
* Typing up agendas for meetings.

**SPECIAL SKILLS:** Proficiency in using Microsoft Word and customer service skills.

**REFERENCES:** Available upon request