CARLOR BRUNO

#4 Grandison Drive EMR, D’abadie

**TEL: 375-4405 OR 785-9553**

**EMAIL address:carlorbrunobruno@yahoo.com**

**MISSION STATEMENT**

My goals are to become an asset to any organization I am a part off; I strive to be industrious, honest and disciplined. My goal is to grow within any organization and accept whatever challenges that may come my way turning them into opportunities as I maintain my excellence and challenges.

**PERSONAL INFORMATION**

* Date of Birth: 5th March,1984
* Sex: Female
* Marital Status: Common law
* Nationality: Trinidadian

**EDUCATIONAL BACKROUND**

* Holy Cross Career Centre 2010-2012
* Zenith Educational Ins 2010-2011
* St Augustine Secondary 2001-2002
* Mt hope Junior Secondary 1996-1998
* Arouca Government Primary 1992-1996

**EDUCATIONAL BACKROUND**

* Computer literacy - Grade B
* Holy Cross International Career Centre
* Montessori Teaching –Theory-Distinction

-Practical –Credit

* En-Safe Health And Safety –First Aid ,CPR &AED
* Geriatric Nursing- Certificate of Achievement
* The Ministry of Community Development, Culture (Gapp)

**QUALIFICATIONS:**

**SUBJECT GRADE**

* Social Studies 3
* Office Administration 3
* English A 3
* Principles of Business 3
* Human & Social Biology Pursuing

**WORK EXPERIENCE**

* Unicomer (Trinidad)Ltd

Santa Rosa Heights

Service Department

Position Held: Data Entry Clerk

Duties: Using Microsoft office suite/Excel /Word. Prepares data for computer entry enter customer account data organize forms/Clerical Duties

09/09/2013-5/4/2014

* The Shanghai Experience (Movie Towne Port of Spain)

Position Held: Hostess

Duties: answering the phone, booking reservations, interacting with arriving guest, monitoring the dining room, seating guest.-2008-2010

* Caribbean Health Foods

University of Southern Caribbean, Maracas, ST Joseph

Position Held: Customer service Rep/Cashier

Duties: Perform the duties of cashiering, receiving goods and merchandising, stocktaking, Inventory and invoice, Ensuring outlet clean, price tags updated, displayed on products. Helping customers.

05/08/2007-31/12/2007-6 Months

**WORK EXPERIENCE**

* Dire cone International Call Centre

Chaguaramas

Position Held: Customer Care Representative (Inbound)

Duties: Answering calls, ensuring speedy customers resolution of customer complaints, providing excellent customer service to customers.

2004-2006 –Two Years

* Home’s Restaurant

#50 Broadway Arima

Position Held: Server

Duties: Serving customers, Stocking, little cashiering-2001-2003

**EXTRA CURRICULAR ACTIVITIES**

* **MUSIC**
* **READING**
* **SINGING**
* **INTERACTING WITH PERSONS**
* **Helping people**

**REFERENCES**

* **Mrs. Angela Graham-Rodolfo (Dean)**

**St Augustine Secondary School**

**Corner Warren and Gordon Street**

**795-2621**

* **THE ASIAN BUFFET /The Shanghai Experience(Movie Towne)**

**TRINCITY Mall**

**MRS. MARIA LOW-Manager no#640-1844/624-0227**

* **UNICOMER Trinidad Ltd**

**Service Department**

**Santa Rosa heights, Arima**

**Mr. HYDEN MOORE-Assistant Manager no#299-0231 ext 6510**