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| Jamalia Duke  Address: #6 Breeze Avenue, Mount Hope  Contact: 1(868)386-3638  Email:jjjmark20@gmail.com.com |

**Objective**

To secure a challenging position in a growth oriented, esteemed organization that will utilize my knowledge to drive excellent customer service.

**Education**

**School** St. George’s College, Barataria 2004-2009

Mathematics I

English A I

English B II

Principles of Accounts I

Principle of Business II

Caribbean History II

Spanish II

French III

**Work History**

**Name of Company** Ministry of Education September 2011 to present

**Post** Clerk I

**Duties** Processing increments, meeting with the public, answering phone

**Name of Company** Industrial Court of Trinidad and Tobago

**Post** Clerk I

**Duties** Maintaining files, record keeping, answering phone and attending to the customers

**References**

Name Jenelle Andrews

Post Clerical Officer

Address Upper Abbe Poujade Street, Carenage

Contact 1-868-397-7068

Name Renee Joseph

Post Clerical Officer

Address Arena Road, Todd’s Road

Contact 1-868-368-3422