**EDUCATION**

1990-1997 - Talparo R.C School

1997-2000 - Five Rivers Junior Secondary School

2000-2002 - North Eastern College

**QUALIFICATIONS**

CXC Passes Principles of Business 2

Social Studies 3

Integrated Science 3

**WORK EXPERENCE**

June 2002-November 2008 Cashier at Hi-Lo Food Stores

Responsibilities included

◦Fast and accurate checkout of customer items via our Point Of Sale system.

◦Balance cash daily with register records.

◦Provide excellent customer service.

◦Keep accurate records of card transactions, items left behind by customers and paperwork specified by Management.

◦I also worked in the meat room and was a replenisher on the lanes for a short period of time.

◦Perform other duties as specified from time to time by your Supervisor or Management to customers.

February 2010-August 2011 Caretaker of an elderly person

Responsibilities included

* Cooking meals on a daily basis
* Washing their clothes and making sure the person took a bath on a daily basis

September 2011- October 2012 & January 2013 - January 2014 Administrative Assistant at The Maritime Financial Group

Responsibilities included

* Calling clients to wish them Happy Birthday or Happy Anniversary or whatever the season we were in e.g. Christmas or Carnival
* Calling clients to schedule appointments
* Calling clients making sure their policy was paid or renewed ensuring that it would not enter a lapsed status.
* Calling agents on a daily basis to make sure all requirements for their applications were completed
* Checking e-mails every day and liaising with my sales manager to make sure everything was running smoothly on days she wouldn’t be in office.

**REFERENCES**

References are available upon request.