**Objectives**

To provide quality customer service.

**Work experience**

April 2012 – December 2013 Avon Position – Receptionist/ Assistant Duties included – Answering telephones, Taking messages, Assisting customers

June 2011 – January 2012 Ky -Kay Marketing Agency. Position – Sales Representative. Duties included – Promotion of products, Sale of products.

**Academic Qualifications** Caribbean Examination Council (C.X.C). San-Fernando West Secondary School. 2007 – 2011.

**Subject Proficiency Grade**

English A General 2

Agricultural Science General 2

Principles of Business General 2

Human and Social Biology General 3

**Key skills and competencies**

Prompt and professional

Hard- working

Multi- tasker, efficient and organized

Friendly disposition

Excellent written and verbal communication in English

Works well with others

**Reference**

Sylvia James

Last employer

(868) 478- 4276