**Sherrissa Weekes**

#2 The Crescent, Quarry Street P.O.S.

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(868) 758-0383

**Job Applying for:** Entry Level Job or Suitable Job based on my qualifications.

**Education:**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Years** | **Passes Obtained** |
| St. James Secondary | 2004 -2009 | **7 O’levels** |
| CTS College of Business and Computer Science | Currently | **Pursuing a Bachelor’s in Finance** |

**Employment:**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Position** | **Years** |
| Massy Stores | Loyalty Card Representative | Currently |
| Royal Castle Limited | Cashier/Cook | 2010 - 2011 |
| Dick’s Muffler Shop | Secretary | May 2011 – Sept 2011 |
| Subway | Sandwich Artiste | May 2012 – November 2012 |

**Knowledge of:**

* Legal and Ethical Issues
* Proof Reading
* Writing Articles and Bills
* Customer Service

**Personal Skills:**

* Communicative both verbal and non-verbal.
* Computer Literate.
* Highly Mannered.
* Excellent at teaching/helping others.
* Have the ability to work under pressure.
* Very Analytical and can multitask.
* Can adapt to situations quickly.
* Highly organized.

**Reference: Available upon request.**