Resume

**Name:** Seliana Alexis

**Address:** 45A George Cabral Street,

St James

**Telephone No:** (868) 287-1321

**Date of Birth:** 17th June 1994

**Marital Status:** Single

**Mission Statement:** To work to the best of my ability not only to enhance my knowledge of the working industry but also to contribute to the progress and improvement of the organization in which I will be working.

**Qualifications:** September 2006- June 2011 – St James Secondary School

**CXC General Proficiency: Grade**

English A I

Mathematics III

Office Administration II

Principles of Business II

Principles of Accounts III

Social Studies II

Information Technology III

September 2012- COSTATT -Bachelors Degree in Management and Entrepreneurship (Currently Studying)

**Work Experience:** First Citizens Bank- First Steps Program

June 2010

All That Jazz – Long Circular Mall

Long Circular Road, St James

September 2011

Ambassador Photo Studio,

Western Main Road, St James

November 2011

Payless Shoe Source,

Level 2 Long Circular Mall

Long Circular Road, St James

February 4th 2012 - May 8th 2012

Wonderful World,

The Falls, Westmall

December 2013 - January 2014

**Interest and Activities:** Modern Dancing, Singing, Netball, Reading.

**References:** Marliser Alleyne

Manager

Payless Shoe Source

(868)341-3460

Kevin Timothy

Bodyguard

Empire Bodyguard

Mucurapo Road, St James

(868)350-0720.