Toni Perrotte

Sunshine9124@live.com

Arima

379-0581

Nationality: Trinidadian

Objectives

To carry out daily work tasks, to the best of my ability, while working alongside other teammates to meet the goals and objectives of the business.

Education

Boca Secondary School (Grenada)

***2005-2010*** CXC

* English
* Principles of Accounts
* Food and Nutrition
* Home-Management
* Office-Administration

Mathematics (Results Pending 2014)

Principles of Business (Results Pending 2014)

Work Experience

Royal Palm Suite Hotel

| Maraval

Receptionist /Office-Assistant 2013 – 2014

* Checking the guest In/out on the computer and folio.
* To deal with the daily cash payments via Credit card, Linx, Cash, Cheque.
* To leave necessary floats available for next employee on shift.

Skills

* Typing (60-70 wpm)
* Word Processing
* Basic Math
* Shorthand
* Communications
* Public Speaking
* Basic Spanish

Competent with the use of Microsoft word

Hobbies

Singing, Dancing and also playing the national instrument pan.

**References**

Lucinda Carty (727-1980)

Erica Belford (388-1700)

Marissa Defour (750-9220)