**CHRISTY ALEXANDER**

[**christyalex@live.com**](mailto:christyalex@live.com)

**1(868)337-1695**

**SUMMARY**

A highly motivated and enthusiastic individual with strong vision to achieve successful outcomes. Analytical and logical are some of the skills possess with the ability to identify problems, develop, and implement practical solutions to meet business needs. Demonstrates strong project management skills and the ability to work as part of a team whilst managing several priorities at any one time. As a dedicated personnel that understands the importance of human resources and its functions to any organization, I seek a position in a reputable organizational which I can utilize my current knowledge, skills and abilities and at the same time gain further expertise.

**SKILLS**

* Great communication skills
* Excellent customer service skills
* Ability to handle multiple tasks simultaneously
* Flexible, Adaptable and Teamwork oriented
* Respectful to authority
* Meticulous and innovative

**EXPERIENCE**

Ministry of Finance – Clerk I (2011 – Present)

Ministry of Community Development – Administrative Assistant (2009 -2011)

**EDUCATION**

***COSTATT***

Bachelors in Business Administration in Human Resource Management (Final Year)

Associate in Applied Science in Management with Accounting (2013)

***Tranquility Government Secondary School***

CSEC (2009) –Accounting (Unit 1&2)

Management of Business (Unit 1&2)

Economics (Unit 1&2)

Communication Studies

Caribbean Studies

Certificate of Business Studies (2007)

CXC – (2007) Principles of Accounts

Principle of Business

English

Mathematics

Social Studies

Integrated Science

Information Technology

**OTHER ACHIEVEMENTS**

* Pass member of the Trinidad and Tobago Cadet Force
* Previous executive membership in various youth organizations