**Kinda Cottle**

#84 Granada Terrace, Harmony Hall, Marabella

Mobile: (868) 383-6931 [kinda.cottle@gmail.com](mailto:kinda.cottle@gmail.com)

I enjoy work that allows me to use my initiative, where I can still learn and certainly make a difference. I am very conscientious, motivated and diligent. Working as a team player or independently I work well under pressure.

**OBJECTIVE**

An employment opportunity in a Business Management related field.

**SKILLS**

**Computer -** Microsoft Office: Word, Excel, Power Point, Access

**Communications -** Telephone etiquette, Interpersonal skills, Organizational skills

**EDUCATION -** September 2010- May 2014

**University of the Southern Caribbean (USC) -** Royal Rd. Maracas St. Joseph

GPA: 3.38 BBA Business Management

**Southern Academy of SDA**- Duncan Village, La Romaine

7 CXC passes

**RELEVANT EXPERIENCE -** November 2013- January 2014

**SitaRam Studios**- Independence Ave, San Fernando

Assistant Producer

* Book-keeping, making & distributing prospectus to potential sponsors, keeping in contact with clients, filing, time management, distribution & collection of cheques, documenting agendas, research potential companies concerning funding, creating new as well as enforcing, business policies

**USC Music Department-** January 2013 **–**April 2013

Secretary

* Printing, Photocopying, organizing documents, answering telephone calls, put up notices

**USC Café** - September 2011- December 2012

Kitchen Assistant/Server

* Aiding in food preparation as well as serving customers

**TEAMWORK -** January 2011- January 2013

Community Action Projects & Services (VP)

**References available upon request**