**RESUME**

**PATRICIA ALLEYNE**

#56 Mary Street,

Couva.  
   
Mobile (328-7269)

E-mail (pat.alleyne@hotmail.com)

**CAREER HIGHLIGHTS**

(i) Substantial experience and outstanding skills in customer service with 4 years experience in the sales and marketing field. .

(ii) Ability to multitask and perform duties in fast paced environments.

(iii) Ability to think quickly in criteria.

(iv) Ability to work with others in support staff roles.

**EXPERIENCE**

**Grace Kennedy Money Services (Western Union’s Head Office)**

March 2007-January 2009

**CSR**

Duties performed: Assisting customers in different settings over the phone, filing, and data entry, activation of customer cards, conducting systematic transactions (paying & sending) and writing of reports**.**

**Regency Recruitment**

November 2009-April 2010

**Contract with Neal & Massy Wood Group**

**Cost and Performance Assistant**

Duties Performed: Assisting in the updating of accounting information on Maximo, data entry, Interaction with contractors via telephone and filing**.**

**Contract with Nu-Iron Unlimited**

**Receptionist**

Duties performed: Answering customer calls, ordering stocks, Assist supervisor in organizing activities pertaining to administrator/other activities and scheduling appointments for employee personnel.

**Caribbean Safety Products Limited**

May 2010- September 2012

**Receptionist/cashier**

Duties performed: Cashing duties, answering and distributing customer calls, assisting in cheque preparation and distribution, filing, data entry, taking employee messages and other receptionist duties**.**

**Marketing/Sales Representative**

**September 2012 – September 2013**

**Duties Performed**: Marketing and sales of safety products in office and on the field, collection of cheques and cash payments, processing of quotations, reports, and purchase orders etc, managing of customer credit accounts,

**Western Industrial Solutions Ltd.**

**Key Marketing/Sales Representative**

**October 2013 – June 2014**

**Duties Performed**: Marketing and sales of safety products and training, collection of cheques, processing of quotations, reports and purchase orders. Managing of customer credit accounts and advisor in purchasing of materials for stock.

**EDUCATION**

**Union Claxton Bay Senior Comprehensive 1998-2000**

**CXC O’ LEVELS**

English Language – 1

English Literature – 3

Spanish – 3

History – 3

Integrated Science - 3

**St Kevin’s College 2001-2002**

Office Procedures – 3

**Lifelong Learning Centre 2005-2006**

Mathematics- 3

**School of Practical Accounting**

Introduction to computers (Microsoft word, Microsoft PowerPoint) - Pass

Microsoft Excel – A+

Peachtree Accounting – B+

Practical Accounting – B

Functional English – B+

Practical Management – (A)

**References**

**(i) Ann Marie Abraham Williams**

Supervisor Weights & Measures

Ministry of Consumer Affairs

Phone (775-2698)

**(ii) Errol Lewis**

**Trinidad and Tobago Fraud Squad**

Detective

Phone (732-3164)