**Jillian Jenelle Tiffany Jeffrey**

**#12 Spring vale Claxton Bay**

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**353-8978/329-1035**

**OBJECTIVE:**

To allow my skills, ability and team work to function appropriately and effectively. Also to have a better knowledge and understanding of the portfolio of my job and to be able to work in an environment where there are cooperation between co workers.

**EDUCATION**

**Union Claxton Bay secondary**

English Grade 3

Office Administration Grade 2

Electronic Document Preparation Management (EDPM) Grade 2

Principles of Business Grade 3

Social Studies Grade 3

Currently completing Mathematics and Human and Social Biology

**Experience**

One the 26th November 2011 I was employed at the JTA supermarket there my responsibility

* Pushing of trolley
* Lain replenishing
* Check out (casher)

On the 29th March 2013 I was employed as a clerical at the (URP) Office there my responsibilities were:

* Register persons to work
* Enter dater into record books
* Enter dater into time sheets

**REFERENCE**

* Mr. Keron Joseph

Operations Specialist-Reliability

Phoenix Park Gas Processors Limited, Rio Grande Drive, Pt. Lisas

Contact No: 1-868-774-4071

* Ms. Florence Renaud

Regional Coordinator St Ann’s East

Ministry of Works and Infrastructure (URP) Region 3

Contact No: 393 5462