|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **Diana Guy** | | **Citizenship : Trinidad ▪ Date of birth : 30/09/1986** | | |  | | --- | | **Contact** | | **Tel : (868)349-4244**  **e-mail : dianaguy2530@hotmail.com** | |
| |  | | --- | | **Address** | | **Lp.10 William Trace Foster Road Sangre Grande** | | |
| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | To promote the growth of the business and to complete any task given to me to the best of my ability. | | **Availability** | From 15/09/2014 | | | |
| |  | | --- | | **Key Skills** | | I am familiar with a vast array of programming languages, concepts and technologies, :   |  |  |  |  | | --- | --- | --- | --- | | Microsoft Word  Access  Excel  Power point  Outlook | Graphic Designs  Photo Shop | Repairs  Installing Programs |  | |  |  |  |  | | | |

**Education**

|  |  |
| --- | --- |
| 2011 | Computer Repairs & Graphics |
| 2001/2003 | El Dorado Senior Comprehensive - English 3 & Social-Studies 3 |
| 1998/2000  1991/1997 | Barataria Junior Secondary  San Juan Girls Government |

**Work Experience**

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| --- |
| **Company Name:** Alarmnet Ltd - 223-9445  **Job Description:** Alarms Operator - April 2014  **Reasons for leaving:** I left to take care of my son. |
| **Company Name:** Hilo Food Store |

**Job Description:** Cashier

**Reasons for leaving:** The distance was too much for me, leaving me unable to collect my son from the babysitter on time. I asked for a transfer to a closer store but it didn’t go through.

**References:**

Isha Waldron

Legal Aid Assistant

Port of Spain - 321-5840