**MARISSA HUMPHREY**

**Date of birth: 18th August, 1993.**

**Address: #4605 Ken Morris Avenue Phase #4 La Horquetta, Arima.**

**Tel No: 346-1487**

**Email:** [**marissahumphrey196@yahoo.com**](mailto:marissahumphrey196@yahoo.com)

**OBJECTIVE:**

To provide a keen sense of responsibility and good work ethics in an organization where my skills and knowledge can be effectively applied resulting in the promotion of further growth and success within the organization.

**EDUCATION:**

St. Joseph’s Convent, St. Joseph 2005-2010

La Horquetta South Government Primary School 1998-2005

**QUALIFICATIONS:**

**CXC O’ LEVELS**

* English Language Grade II
* English Literature Grade II
* Spanish Grade II
* Biology Grade III
* Mathematics Grade III
* Additional Mathematics Grade III

NEC Certificate in Computer Literacy

**HOBBIES:**

* Reading
* Volleyball

**WORK EXPERIENCE:**

* **Brenth Straker Electrical Ltd.** July 2013- Present

Administrative Assistant Part-Time

* **Just Cds and Accessories Ltd.**  July 2012-March 2014 Accounts Payables Clerk/ Administrative Assistant

**PROFESSIONAL ATTRIBUTES:**

* Working knowledge of Microsoft Office Suite and Peachtree Software
* Ability to identify and resolve problems proactively
* Innovative, dynamic and resourceful individual
* Possess strong interpersonal, organizational and analytical skills
* Ability to work independently with little or no supervision, also as a dedicated member of a team

**REFERNCES:**

Mr. Brenth Straker

Director

Brenth Straker Electrical Ltd.

310-8088 (Mobile)

Mr. Bernard Hosam

Director

Just Cd’s and Accessories Ltd.

622-3640(Office)

360-4680 (Mobile)

Ms. Ayanna Humphrey

Attorney-at-law

627-6022 (Office)

767-8384 (Mobile)