*Lisa Beepat Serrette*

*133 Mahabir Trace*

*Rochard Road, Penal*

*307-9948*

[*lisabeepatserrette12@gmail.com*](mailto:lisabeepatserrette@hotmail.com)

***Objective***

A highly talented and detailed oriented individual. Applying for any position fit my qualifications. I am capable of performing duties efficiently and effectively with little supervision, a problem solver who adapts to change. Multi-tasking without compromising quality.

***Key Strength***

Typing speed 50 WPM

Punctuality and Efficiently

Skilled at interpersonal communication

Computer Literate

Written and verbal communication skills

Organizational and managerial skills

Team work ability

Hard worker

***Education***

Mathematics III

English III

Principles of Accounts III

Principles of Business II

Typewriting II

Office Procedure III

***Work Experience***

**South Caribbean Manufacturers**

Assistant Manager

Customer Representative

**Catalyst Importer**

Promoter

Customer Representative

**Lisa Nails and Waxing Salon**

Nail Technician

**Redd’s Restaurant and Bar**

Manager

***Other Courses***

Payroll and Vat Returns B

General Management Certificate Obtained

Total Quality Certificate Obtained

Computer Literacy B+

Peach Tree Accounting A

UWI Early Childhood Care Currently Part-time

***References***

Rampersad Hardial

Ret. Principal

647-4336

Brigadier General Carl Alfonso

Ret Chief of Defense Force of Trinidad and Tobago

620-1100