**RESUME**

**Name:          Annaliza Norville**

**Address:    #16 Sejegerct Trace Tumpuna Road Arima**

**Tel. No:** 329-3299

**Email address:** ellivron@hotmail.com

**QUALIFICATION**

**INSTITUTE                                                CERTIFICATION OBTAINED                            YEAR**

**Five Rivers Secondary  School**

* Social Studies                                             CXC (3**)** 2009
* Office Administration                                   CXC (3)                   2009
* Principles of Business                                 CXC (3)                        2009

**SBCS**

* Computer Literacy         2011

**CAREER OBJECTIVE**

**>** To be employed in a prestigious company, which will enable me to reach my maximum potential, by professionally enhancing my abilities.

**>**to be a well rounded individual, with the capacity to work in any environment.

**WORK EXPERIENCE**

YOUNG Generation - Trincity Mall - Sales Clerk/Cashier August 2009 - October 2009

Pennywise Cosmetics  - Tunapuna - Sales Clerk - November 2009 - January 2010

Trinidad & Tobago Association of Local Government - Office Assistant - ( On the Job Training ) - May 2010 - May 2012

Ja-Mode Enterprise - Piarco International Airport - cashier / logger - April 2014 - September 2014

**REFERENCES**

**>** Jennifer Durity - 724-9215

**>** Tara Marcelle  - 333-7907 or 375-7930

**>** Natalie Carrera - 330-9270 or 749-3659