**Kaywana Downes**

#24A Crichlow Street, Les Effort East, San Fernando, Trinidad.

653-8140, 334-3006.

Email: [downes.kaywana@gmail.com](mailto:downes.kaywana@gmail.com)

**Mission Statement:**

To remain loyal, trustworthy, flexible and always willing to learn in order to adequately fulfill and further the better interests of my employer and in so doing recognize my fullest potential.

**Date of Birth:**

December 26th, 1984.

**Status:**

Single

**Education:**

C.X.C O’level passes obtained

Computer Literacy

**Currently Pursuing:**

* BBA – Management and Entrepreneurship

**Employment Experience:**

April 2013 – February 2014

**Telephone Operator/ Dispatcher**

800-4TOW Limited

Canaan Rd, La Romaine.

February 2010 – December 2010

**Administrative Assistant 1 (Contract)**

National Energy Corporation of Trinidad and Tobago

Rivulet Rd, Couva.

May 2009 – January 2010

**Receptionist / Telephone Operator (Contract)**

National Energy Corporation of Trinidad and Tobago

Rivulet Rd, Couva.

2003 – 2006

**Sales Assistant**

Cache, Urban Apparel

Gulf City and Trincity Mall

**References:**

Khadine Mejias

Human Resources Assistant II

South West Regional Health Authority

792-0999

Alyssa Brown

Senior Associates

PricewaterhouseCoopers

790-0625

Tsahi Ramlal-Baxter

Administrative Assistant III

National Energy Corporation of Trinidad and Tobago

790-0219