**AYANNA K. LA BORDE   
#10 Padmore Street, San Fernando, Trinidad West Indies**

**Mobile:** [**(868)783-1259**](tel:%28868%29%20783-1259)**:  Home:** [**(868)653-1902**](tel:%28868%29%20653-1902)

**Email:** [**ayannalaborde@gmail.com**](mailto:ayannalaborde@gmail.com)

**Objectives**

I am applying for the position of a Customer Service Champion or Pharmacy Assistant. With my work experiences being consisted of Clerical Assistant, Marketing Representative, Office Administration, Customer Service, Television Producer, Library Assistant and Music Teacher Assistant, I am willing to dedicate myself to any task given. I’m also interested in giving my expertise to your company and I must say; my communicative attitude is well above average. In further addition, I will like to make mention that I have had the opportunity to interact with very diverse individuals of all ages, both local and international.

I’ve obtained Six (6) O’levels and I do hold a certificate in basic Marketing at tertiary level, under the London Chamber of Commerce & Industry examination body. With further academic record, I've also gained certificates of completion and participation in the subject areas of Project Management, Microsoft Office Specialist, Business Management and Radio Broadcasting.

Known as a self-driven individual, I’m currently a part time student, studying a BA Degree in the field of Mass Communication. I wish to work in a dynamic environment that would utilize my skills for its future progress. Moreover, I am looking for a position that would offer me an extensive amount of exposure.

Yours Respectfully,

Ayanna La Borde

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**Email:** [**ayannalaborde@gmail.com**](mailto:ayannalaborde@gmail.com)

**Education:**

* Pleasantville Senior Comprehensive & Southern Tuition Centre:(6) O'levels: **English Language (2), Office Administration (2), Social Studies (2), English Literature (3), Principles of Business (3), Caribbean History (3)**-*2003 & 2007*
* Institute of Tertiary Tutors: **Basic Marketing** (London Chamber of Commerce & Industry) *2007*
* Bordercom International: **Project Management** (certificate of completion) *2008*
* Bordercom International: **Microsoft Office Specialist** (certificate of participation) *2005*
* Micro Entrepreneurship Loan: **Business Management** (certificate of participation) 2008
* Institute of Broadcasting Careers: **Radio Broadcasting** (certificate of completion) 2006
* Costaatt: Currently studying a **BA Degree in Mass Communication**

**Work Experience:**

* **Ste. Madeleine Regional Complex -Office Assistant***-* ***OJT 2003-2003*:** Data Entry, Filing of Documents & Bookings for the use of the Complex
* **Ministry of Social Welfare- Clerical Assistant***-* ***OJT* *2003-2004:*** Filing & Sorting out of Documents & Attending to customers
* **BorderCom International- Marketing Representative, Customer Services Representative and Office Administration duties- *2007-2008:*** In house Marketing in which I marketed the schools courses offered via telephone, Data Entry, Filing of Documents, Setting up of Examinations with international bodies, Counted & balanced monies received from various customers & Attended to customers.
* **Self Employed- Managerial work for myself as a singer(part time) *2009-2010*** Bookings for performances, television & radio interviews. I also wrote Biographies for various up & coming recording entertainers.
* **ETV Caribbean- Television Producer- *2011-2012:*** Interviewed various artistes for a particular up & coming Television program. Provided concept ideas for programs wrote advertising scripts and did voice-overs for various advertisements, wrote and sang jingles.
* **BorderCom International- Marketing Representative- *2012*- *2012.*** In house Marketing & Customer Service Representative & Administrative duties.
* **San Fernando Girls’ Anglican School- Library Assistant, Teacher Assistant & Music Teacher Assistant - *OJT****-* ***2012 to 2013.***  Assisted a teacher in regards to the teaching of her class. Trained from Infants to STD 5 various vocal training techniques prepared and trained students for school concerts etc. Wrote a calypso for a student and also trained her, in which she qualified for the finals of Eastern Credit Union Primary schools Calypso Competition. Taught students basic musical notes etc. from a Music Handbook
* **Plus Xpress- Sales Clerk- 2014 to 2014**

**Special Awards:**

* Certificate of Merit from the Ministry of Community Development, Culture & Gender Affairs- Presentation College Mixed Choir- *Awarded 2006*
* Trophy for Outstanding Vocalist- Presentation College Mixed Choir- *Awarded 2006*
* Certificate of Valuable Volunteer from Potential Unlimited Charity Organization- *Awarded 2007*

**Activities:**

* Singing
* Writing

**Reference 1**Name- Ms. Lynis Sargeant  
Occupation- Pastor and Retired Acting Vice Principal   
Address - #19 Montgomery Street, St, Clement Village San Fernando  
Contact- 763-3595 (cell)

**Reference 2**

Name- Ms. Admurry Savary

Occupation- Retired Supervisor from TSTT, St. James Street, San Fernando

Address: Drayton Street, San Fernando

Contact- Home- 652-7673 / Cell- 481-1749