**Shantel-Estelle Radix**

#5 Hisslop Street, San Juan, Trinidad and Tobago

Cell: 362-4091/7185875

Email: [shantelle.radix@yahoo.com](mailto:shantelle.radix@yahoo.com)

**Objective:**

* To be a productive worker in whatever area that I will be specializing in the business.
* To be a hard worker and efficient employee.

**Education**:

* College of Science, Technology and Applied Arts of Trinidad and Tobago currently studying a Bachelors of General Nursing.
* Success Laventille Secondary School Sep-Jun 2005-2010

**Qualifications**: **6 CSEC/CXC Subjects, Grades and Year**

Mathematics (3) Jan 2011

English (A) (2) Jan 2011

Integrated Science (2) June 2010

Information Technology (2) June 2010

Principles of Business (2) June 2010

Principles of Accounts (2) June 2010

**Achievements**:

* Certificate of Commendation 2009-2010
* Certificate of Academic Studies 2010-2011
* Certificate of Excellence in Food and Nutrition SLSS 2007-2008
* Certificate of Excellence in Physical Education SLSS 2007-2008

**Interests/Activities**:

* I like to design nails.
* I like make jewelry.

**Membership:**

* Word Fire Youth Ministry at Laventille Open Bible Church.
* Accountant and Treasurer of the Youth Department.

**Job Experience:**

* An assistant secretary at Laventille Open Bible Church July 2012-August 2012
* Type Word Documents like Birth Certificates, Financial Transactions and other documents.
* Wrote up Cheques
* Received phone calls.

**Computer Skills**:

* Proficient with Microsoft Word, Excel, and Access.

**Reference**:

* Mr. Alvin Stewart (Teacher) at Success Laventille Secondary School (623-0534)