|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EDUCATION | | | | | |
|  | **St. Joseph’s Convent, St. Joseph** | | | |  |
|  | CSEC Qualifications:  English Language- Grade 1  English Literature- Grade 1  Mathematics- Grade 1  Principles of Accounts- Grade 1  Spanish- Grade 2  Principles of Business- Grade 1  Caribbean History- Grade 1 | | | | 2013 |
|  |  | | | |  |
|  |  | | | |  |
|  | | | | |  |
|  | **University of the West Indies- Open Campus** | | | |  |
|  | Qualifications:  Certificate in Social Work  Overall 4.0 GPA | | | |  |
|  |  | | | | 2013/2014 |
|  | | | | |  |
|  | **University of the West Indies** | | | |  |
|  | Currently pursuing BSc. Social Work | | | | 2014 |
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|  |  | | | |  |
|  | | |
| **ATTRIBUTES** | | | | | |
|  |  | | | | |
|  | * Reliable & Efficient * Works well with others * Adjusts quickly to new situations | | | |  |
|  |  | | | | |
| **JOB EXPERIENCE** | | | | | |
|  | **J Chai Trading** | | | |  |
|  | Customer Service Representative & Office Assistant   * Assisting customers in product selection * Demonstration of product * Restocking of products * Creation of quotations * Drawing up bills and credit notes * Entering of data onto the system * Answering of phone & dealing with customer inquiries and issues | | | | 2012/2013 |
|  |
|  | **Urban Apparel Fashionz** | | | |  |
|  | Cashier | | | | 2013/2014 |
|  | * Financial transactions * Assisting customers in product selection | | | |  |
|  |  | | | |  |
|  | |
| **HOBBIES** | | | | | |
|  | * Reading | | | |  |
|  | * Water Polo | | | |  |
|  | * Cricket | | | |  |
|  | * Football | | | |  |
|  |  | | |
|  |
| REFERENCES | | | | | |
|  | References available upon request | | | |  |
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