Shahnaz Haspoodeen

16 Neilson Gardens Longdenville, Chaguanas

Cell: 308-8035

E-mail: shahnaz\_haspoodeen@hotmail.com

**Objective**

To obtain a position within your establishment, which will allow me to utilize my skills and gain experience with confidence.

**Education**

The University of the West Indies, Bachelors of Science in Nursing, 2014- Current

Western University-Bachelors of Science in Nursing: 2012-2013

St.John Ambulance: Standard First Aid with CPR HCP

Bramalea Secondary School

Ontario Secondary School Diploma- June 2011: Academic honor roll

**EXPERIENCE**

Results and Growth Network, Brampton, Ontario

Customer Service Representative July 2014-July 2014

* Sales
* Promotion and awareness

CX Imports Lighting, Brampton, Ontario

General Labor/ Customer Service Representative January 2013- January 2014

* Sales
* Packaging
* Labeling
* Arranging products and preparing shipments
* Office Duties

London Health Sciences Centre, London, Ontario

Office Administration May 2013- August 2013

* Faxing
* Filing
* Shredding
* Office duties
* Arranging patient charts

**Interests**

Collecting sheet music

Learning/playing musical instruments

Learning new things

**Activities/extra curricular**

Level 1-9 Certifications in piano with RCM Royal Conservatory of Music

Level 1-3 Certifications in theory with RCM Royal Conservatory of Music

**skills**

Computer skills: Microsoft Word, Microsoft Power point, Microsoft Excel, Microsoft Publisher

Excellent oral communication skills

Excellent organization and problem solving skills

Honest, reliable and responsible

Able to multitask

**REFERENCES**

References available upon request