**Leesa Martinez**

#5 Pemberton Street

La Romain

Phone: 1-868-467-6449

Email: [leesacmllp@live.com](mailto:leesacmllp@live.com)

**OBJECTIVE**

* To gain employment where in an organization where I can fully utilize all the skills acquired during my period working.

**PROFILE**

* Provides excellent customer service
* Dedicated to high level of excellence and professionalism
* Diligent, hard working and always willing to go the extra mile
* Capable of learning new processes and policies in a timely manner

**PROFESSIONAL EXPERIENCE**

1. **L &S Surveying Services Limited**

**April 2013- November 2014**

***Receptionist***

* Keeps track of projects carried out daily
* Prepares payroll on a monthly basis
* Provides routine correspondence and exceptional customer services

1. **Elaine’s**

**June 2008 – April 2013**

***Assistant Manager/ Sales Clerk***

* Manages store in the absence of manager
* Promote sales and keeps tracks of sales levels
* Keep track of the cash flow on a daily basis

1. **Westport**

**May 2006 – August 2006**

***Sales Clerk***

* Helped increase the customer base of the company

1. **Catwalk**

**November 2005 – December 2005**

***Sales Clerk***

* Provided excellent customer service to all customers
* Successfully assisted in maintaining customer base of company

**EDUCATION**

* Currently acquiring Caribbean Examination Council qualifications

**COMPUTER SKILLS**

**CTS College of Business and Computer Science Ltd**

**October 2013**

***Computer Literacy***

* Grade A+

***EXTRA CIRRICULAR ACTIVITIES:*** Singing, going to the movies and playing football

**REFERENCES**

**Allison Granger Brent Dennis**

Teacher Human Resource Manager

Ragoonanan Road Early Childhood L & S Surveying Services Limited

Care and Education Center 1 868 468-1574

1 868 781-9644