**CHELSEA KAYRON SHANTEL PETERS**

#319 Lily Crescent,

Buen Intento,

Princes Town.

Telephone: 349-1263/759-4543

Email: [chelseapeters1993@hotmail.com](mailto:chelseapeters1993@hotmail.com)

**PERSONAL**

Date of birth: August 2, 1993

Marital Status: Single

**CAREER OBJECTIVE** Hiring me would be an asset to any establishment as I am diligent, regular and punctual and I am also honest and I love to socialize with my co-workers to get the work done. I've been able to strengthen my skills in working with diverse groups of people. In addition, my strong organizational and leadership skills, which are constantly being challenged and developed me to be a successful contributing employee to any organization.

**PROFESSIONAL EXPERIENCE**

8/2014 – 9/2014 **J.T.ALLUM**

***Cashing the goods of customers***

3/2012 - 3/2014 **Princes Town East Secondary School**

***Clerical assistant***

* Filing
* Internal and External Communication
* Receiving and Sending Fax
* Photo Copies
* Typing
* Handling incoming and outgoing mails
* Attending to visitors
* Textbook rental
* Attendance of Students
* Handling Role books
* Inventory

8/2013 – 9/2013 **AMCO**

***Advising customers to buy a particular product.***

**EDUCATION**

09/2014 – Present **UNIVERSITY OF THE WEST INDIES (UWI)**

* Bachelor of Education Degree in Early Childhood Development and Family Studies. (Online)

09/2006 – 06/2011 **Holy Faith Convent, Penal**

Qualifications O’levels General

* Mathematics\_\_\_\_\_\_\_\_\_\_\_\_2
* English Language\_\_\_\_\_\_\_\_\_2
* Theatre Arts\_\_\_\_\_\_\_\_\_\_\_\_\_2
* Principals of Accounts\_\_\_\_\_3
* Principals of Business\_\_\_\_\_\_3
* Integrated Science\_\_\_\_\_\_\_\_3

22nd - 26th August 2011 **School Of Business and Computer Science (SBCS)**

Advance Computer Literacy (Certificate)

8th - 12th August 2011 **School Of Business and Computer Science (SBCS)**

Computer Literacy (Certificate)

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Subash Mahadeo | Shanaz Baksh | Keith Trim |
| Job Title | Manager | Principal | Senior Pastor |
| Business | J.T.Allumn | Princes Town East Secondary School | - |
| Address | Lady Hailes Avenue, Cross Crossing, San Fernando. | East Matilda Junction, Princes Town. | Couva. |
| Contact No. | 657-9074 or 652-3611 Ext. 221 (Work) | 655-4245/655-7700 (Work) | 758-9760 (Cell) |

