Morissa Lee

**CONTACT:** LP #15 High Road, Email: leemorissa@gmail.com

La Brea Phone: 314-2407

**DATE OF BIRTH:** 01/03/1990

**EDUCATION:** La Brea Roman Catholic School 1994 - 2001

Point Fortin Senior Secondary School 2001 - 2006

**QUALIFICATIONS:** (CSEC General) English I

(CSEC General) Principles of Business II

(CSEC General) Human and Social Biology II

**WORK EXPERIENCE:** S.J.L Environmental & Development Company Limited

Secretarial Assistant May 2013 - August 2014

* Performed general office duties.
* Provided telephone support.
* Maintained accurate employee information.

**COMPUTER SKILLS:** Microsoft Windows 7 Professional

Microsoft Word

Typing at 60 wpm

**OTHER SKILLS:** Communication skills

Team player

Organizational skills