**LP 55 Singh Trace El Socorro,**

**San Juan**

**Michelletoby14@gmail.com**

**868-752-2132/868-319-7579**

**PERONAL INFORMATION**

* **Date Of Birth: 14th July , 1991**
* **ID Card No.: 19910714029**
* **Sex: Female**

**EDUCATION**

* **Mucurapo Girl’s R.C**
* **Bishops Centenary College**
* **St. Josephs College**

**QUALIFICATIONS**

**CXC O’ Level**

* **Human And Social Biology – Grade 3**
* **English Language – Grade 2**

**Computer Skills**

* **Proficient with Microsoft Word, Excel, PowerPoint and Internet.**
* **Computer Literacy – Grade A+**
* **Microsoft Word – Grade A**
* **Peachtree Accounting (pending the results)**
* **Typewriting (pending the results)**

**ACHEIVEMNETS**

* **A Scholarship Award from RHAND Credit Union Co-Operative Society Ltd. Based on the results of the Secondary Entrance Assessment Examinations for 2003**
* **A Certificate of Merit award for achieving a high standard in English A, Spanish and Mathematics during the academic year 2003 to 2004 at Bishops Centenary College**

**Experience**

* **R.I.K Bookstore, Job Position : Sales Clerk**
* **Pennywise Cosmetics Limited, Job Position : Sales Clerk**
* **Mc Donalds (Mc Café), Job Position : Coffee Maker, Cashier**

**INTERESTS/ACTIVITIES**

* **Reading**
* **Cooking**

**REFERENCES**

**Available upon request**