Name: **Tracy Danielle Chung**

Date of Birth: 24th August, 1988

Address: San Diego Apts, Broome Street Heights,

Diego Martin

Contact Information: Home- 637-8559

Mobile-797-4864

***Objective:*** To become a member of a dynamic team and company in an environment which fosters personal growth and development, where I can utilize my knowledge and skills along with my inner desire to succeed; thereby contributing towards the achievement of the organization’s short and long term goals.

*Work Experience:*

**May 2014 – January 2015**

**CW Interiors**

Corner Cornelio Street and Ariapita Avenue

Woodbrook, Trinidad

*Sales/Customer Representative*

* Greet and welcome customers to store in a professional and efficient manner
* Provision of accurate quotes for clients
* Assist customers with provision of information pertaining to company’s merchandise and stock in a timely manner
* Schedule site visits to meet customers’ needs and follow up accordingly
* Filing of documents

**Mid – March 2014 – April 2014**

**Complete Storage Solutions**

Diamond Vale Industrial Estate

Diego Martin

*Data Entry Clerk*

**October 2013- Mid March 2014**

**Wonderful World**

Starlite Shopping Plaza

*Customer Service Representative-*

* Assistance to all customers in a friendly and efficient manner.
* Cashier – Cashing of goods in a reliable, efficient and effective manner.

**August 2013- October 2013**

**Albion Grill**

Dere Street

Port of Spain

*Kitchen Assistant*

* Preparation of food for customers in a hygienic, effective and prompt manner.
* Ensuring all utensils were cleaned and put away neatly after use.

**2006 – 2012:**

**Republic Bank Limited, Credit Card Centre,**

Administration

*Mail Room Clerk:*

* This entailed duties such as preparation of cheques, pins, business statements and other documents to be sent out in an accurate, efficient and timely manner.

*Accounts Department:*

* This entailed the balancing of debit and credit memos in a timely manner.

*Administration Department:*

* This included the preparation of invoices and cheques to pay suppliers. It also included preparation of medical documents and filing of various documents dealing with different aspects of the operations within the Credit Card Centre.

**Achievement:** I was awarded top customer service representative in prioritizing credit cards.

**2006: Temp Rite Limited**

111 Woodford Street

Port of Spain

*Seasonal Hire:*

* Performing selected administrative duties as related to handling incoming calls, filing documents and recording daily entries into relevant software system.

**2005-2006: Crafter’s Dream, Movie Towne**

Manager of Store

* Providing customers with exceptional customer service and handling of complaints in a professional manner.
* Perform selected accounting duties as related to entry and balance of daily sales.
* Maintaining efficient levels of stock of all supplies.

**2005**

**Native Spirit**

Long Circular Mall

St. James

* Customer Service Representative
* Selling of clothes to customers
* Re- ordering of stock for customers
* Balancing sales at the end of the day

*Education:*

**1999- 2004: Providence Girls Catholic School**

*Subjects (Caribbean Examination Council)*

Principles of Business: Grade One (1)

English (A) : Grade One (1)

English (B) : Grade One (1)

Principles of Accounts: Grade One (1)

Mathematics: Grade Two (2)

Geography: Grade Two (2)

Spanish : Grade Three (3)

1992-1999: St. Bernadette’s Preparatory School

***Other Courses:***

Microsoft Office - Level 1

Delta Soft Limited

6 Herbert Street

St. Clair, Port of Spain

Trinidad

Referrals:

**Mr. Harold De Silva**

**Former Manager’s Assistant**

Republic Bank Limited

Credit Card Centre

Contact # 637-4531

Other referrals:

*Available upon request*