**Jordanee S. Lewis**

20-21 College Road Trincity, Trinidad

Email: [stachous@yahoo.com](mailto:stachous@yahoo.com)

Tel #: 868-377-3263

**Objective:**

To utilize my skills while gaining the necessary experience at your organization/ company.

**Education:**

* St. Thomas Technical High School 2007- 2012

**Qualification:**

**Caribbean Examination Council (CXC)**

* Information Technology
* Human & Social Biology
* English A

**Experience:**

**National Water Commission Oct 2012- Nov 2012**

11 Church Street, Morant Bay

St.Thomas – (876) 982 2307

* My duty entails me to file customer information in chronological order
* Work at the bills window where I assist customer with bill information
* Update customer information using the computer
* Update cheques in logged books

**Global Administrative Assistant May 2013- September 2013**

118 Red Hills Rd, Shop #18 - Kingston Jamaica

Melissa Nembhard (Managing Director) (876) 632-6263

* I worked at this organization for over 5 months where I’ve gained experience in data entry and as a customer service representative.
* As a data entry clerk my duty entails me to collect information for customer with the use of internet to update individuals portfolio
* Working for an international company where I have to make appointment to US individuals

**Skills:**

* Excellent communication and verbal skill
* Good interpersonal skill
* Excellent in Microsoft Office
* Customer Service

**Reference:** Will be available upon request.