TERRANCE ALEXANDER

OPP LP # 55 Lyndon Street, Curepe|(W) 390-6793| (C) 714-1784| terro\_terro@outlook.com

**Professional Summary**

Presently awaiting to be enrolled as a part-time student at University of the West Indies, Open Campus.

**Skills**

* MS Office proficient
* Excellent time management
* Adaptable learner
* Excellent Communication Skills

**Work History**

**Crew Member**

**(Part Time)**  03/03/2015 to Present

**McDonalds- Grand Bazaar**

* Cashing
* Preparing Meals for the customers
* Cleaning
* Stock Checking

**Sales Agent** 06/2014 to 12/2014

**Pan American Life Insurance (PALIG)** - Port-of-Spain

* Promote and Sell customers about the Palig products
* Data Collection
* Data Entry

**Administrative Assistant**

**Martha D. St. Hillaire-Noel Attorney-At Law-** San Fernando 04/2013 to 02/2012

* Filing and archiving
* Purchase orders and request for quotations
* Assist Walk-In Customers

**Van Loader** 03/2011 to 07/2012

**Kiss Baking Company Limited**- Chaguanas

* Training to become temporary supervisor
* Load Trucks For Delivery
* Check stock and restock if necessary

**Education**

**CSEC:** English A, Principle of Business, Human and Social Biology

**St. Benedicts College**– La Romain 2008

**University Of The West Indies**: Computer Literacy (A+), Microsoft Office Applications (B-) 2010

**Cipriani College Of Labour And Co-Operative Studies**- Supervisory Management (A). 2010

**References**

* Garth Sobers…Occupation: Manager/Engineer at NGC {480-8126}
* Martha D. St. Hillaire-Noel…Occupation: Attorney-At-Law {652-9547}