Jenice Bonyun-Samuel

[Type your address] ⦁ [Type your phone number] ⦁ [Type your e-mail address]

Jenice Bonyun-Samuel

5811 Rocky Mc Collin Circle Phase 4 La Horquetta ⦁ 716-9049 or 383-4853 ⦁ jenicebonyunsamuel@gmail.com

Job OBJECTIVE

Customer Service, Part Time

EDUCATION

North Eastern College ⦁ June 2005

**6 CSEC Passes**

* Art and Craft Grade 1
* Clothing and Textiles Grade 2
* Electrical and Electronic Technology Grade 3
* English A Grade 2
* Mathematics Grade 3
* Social Studies Grade 2

Toco Composite School ⦁ June 2007

6 CAPE Passes

* Caribbean Studies U1 Grade 3
* Communication Studies U1 Grade 4
* Computer Science U1 Grade 5
* Computer Science U2 Grade 5
* Management of Business U1 Grade 5
* Management of Business U2 Grade 4

1 GCE Pass

* General Paper Advanced subsidiary Grade a(a)

Other Certificates

National Energy and Skills Center and Ministry of Education ⦁ July 2001

* Certificate of Participation in Computer Literacy

Hildegarde’s Professional Centre Ltd ⦁ November 2003

* Certificate in Computer Literacy Grade A

KYKAY Marketing ⦁ August 2012

* Certificate of Participation in Telemarketing Training Grade A

Unicomer Trinidad Limited

* Certificate of Achievement in Customer Service Training

EXPERIENCE

Customer Service Representative ⦁ August 2007 – October 2011

* Listen and respond to customers’ needs and concerns
* Provide information about products and services
* Complete sales transactions
* Review or make changes to customer accounts
* Research answers or solutions as needed
* Refer customers to supervisors, managers, or others who can help