# RESUME`

**Simone Skeete**

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**EDUCATION**:

2003 **Computer Literacy**

*(NESC) National Energy Skills Center, Ministry of Education*

2002-2004 *Prestige Learning Center* (Secondary School)

**CXC (CSEC) General Proficiency Grade**

Mathematics III

English III

Principles of Business II

Office Procedures II

Social Studies II

**EMPLOYMENT HISTORY:**

2004 – 2005 Ministry of Science Technology & Tertiary Education

(**On the Job Training Programme**)

Assigned to the Ministry of National Security

*Police Administration Building (Head Quarters)*

Human Resource Department

**Position:**

* Office Clerk