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|  | 🞂kyese wells  1134 Main Road  Vessigny Village,  La Brea  Phone: 707-3667  E-mail: kyese\_wells@yahoo.com |

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|  | Objectives  Entry Position as Administrative Assistant/ Receptionist/Clerical Assistant/ Customer Service Representative (CSR)/ Booking Agent/ Cashier.  HIGHLIGHTS OF QUALIFICATION   * Highly dependable, punctual and efficient * Supportive team worker, commitment and responsible * Energetic, hardworking, willing to learn and accept constructive criticism * Strong motivation for advancing in a career * Enjoy contributing to a team effort and creating a good working environment * Thrive in a high energy environment   Education  School of Business and Computer Studies (SBCS)  San Fernando  September 2011 – May 2012  Grade     * Effective Time Management Certificate of Participation * Introduction to Events Management Certificate of Participation * Delivering Customer Service Excellence Certificate of Participation   National Energy Skills Center (NESC)  Point Fortin  August 2011  Grade   * Computer Literacy Certificate of Participation * Microsoft Word Certificate of Merit (Grade A)   Point Fortin Senior Secondary School  September 2005 – June 2007  Grade   * Electronic Document Preparation and Management (EDPM) One * English A Three * Office Administration Three * Principles of Accounts Three * Principles of Business Two * Spanish Three   Experience  On the Job Trainee (OJT  **Clerical Assistant** (October 15th 2012 –May 28th 2015)  La Brea RC Primary School (School Road, La Brea RC Primary School, La Brea)  Skills   * Computer Skills   Currently studying Human Resource Management Level 1 at UWI Open Campus Point Fortin. |

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