**Shanice Dottin**

#106 Kingsland Terrace Christ Church

Home: 624-3420 Cell: 838-4382

Email: [dottinlow2@hotmail.com](mailto:dottinlow2@hotmail.com)

EDUCATION:

2012-2014 **Barbados Community College (BCC)**

**Associate Degree in Office Administration and Management**

**Courses Include**:

Business Communication Business Law Caribbean Politics and Society Computer Concepts Economics Ethics and Citizenship Financial Accounting Spanish for the Office Human Resource Management Microcomputer Application Practical Mathematics Principles of Management Seminar Presentation Organizational Behavior Office Administration &Management

2006-2012 **Christ Church Foundation School Caribbean Examinations Council – General Proficiency**

English Language (Grade 2)

Mathematics (Grade 3)

Principles of Business (Grade 3)

Social Studies (Grade 2)

Office Administration (Grade 3)

Electronic Document

Preparation & Management (Grade1)

**Computer Skills** Microsoft Word (Word, Excel, Access, PowerPoint)

**Interest**  Playing Netball and Learning New Things

**References** Mrs. Tamara Allman Mrs. Waynelle Browne

Human Resources Administrator Teacher

Rotherley Construction Christ Church Foundation School

Warrens Church Hill

St. Michael Christ Church

425-0950 (w) 428-9323 (w)

**Work Experience** Cashier - Candy Palace, Sheraton Centre Christ Church

May Care Pharmacy & Pine Dispensary Bellville St. Michael

Secretary Treasury Assistant - Christ Church Foundation School

Internship –Ministry Of Education