**CLAYANN CHARLES**

**44 Park Junction,**

**Point D’or,**

**La Brea.**

**Telephone: 750-8870**

**Email:** [**cclayann@yahoo.com**](mailto:cclayann@yahoo.com)

## **PERSONAL DETAILS**

Date of Birth: September 5, 1986

Civil Status: Single

## **CAREER OBJECTIVE**

#### HUMAN RESOURCE MANAGER

## **PROFESSIONAL EXPERIENCE**

12/2011 – Present **JAY’S JAY’S LIMITED**

***Sales Clerk/ Customer Service Representative {Part Time}***

01/2014 – 10/2014  **BRIGHT COSMETIC DENTAL LAB**

***Dental Assistant***

10/2008 – 08/2010 **BELGROVES FUNERAL HOME LIMITED**

### Memorial Coordinator/ Customer Service Representative

Responsibilities Included:

* PBX
* Receptionist duties
* Provide customer service and information
* Compile monthly reports for superiors

## **EDUCATION**

09/2010 – Present **UWI OPEN CAMPUS**

***Human Resource Management {Certificate Level}***

* Human Resource Management Currently Pursuing
* Communications Currently Pursuing
* Business Management Currently Pursuing

06/2005 – 09/2005 **SCHOOL OF PRACTICAL ACCOUNTING**

***Microsoft Office Advance / Computer Literacy***

* Microsoft Word A+
* Microsoft Access A+
* Microsoft Excel A+
* Microsoft Power Point A+

09/2005 –06/2006 **THE** **SOUTHERN COMMUNITY COLLEGE**

***CXC ‘O’ Levels:***

* English 1
* Mathematics 4
* Principles of Business 3
* Human and Social Biology 3

## **EDUCATION CONTINUES**

09/2001 – 06/2003 **PLEASANTVILLE SENIOR COMPREHENSIVE**

***CXC ‘O’ Levels:***

* Agricultural Science 2
* English 3
* Mathematics 4
* Principles of Business 4
* Biology 4

09/1998 – 06/2001 **PLEASANTVILLE JUNIOR SECONDARY**

***14 Plus Examination***

## **INTERESTS & ACTIVITIES**

Planning Events, Cooking and Reading

## **REFERENCES**

***Sascha Ali Nicole Ventour***

Assistant Manager Assistant Chef

Auto Works Chef’s Catering

766-9504 791-9908