***CURRICULUM VITAE***

***PERSONAL DETAILS***

Ms.Jalisa Sade’ Seale Date of Birth: 12 August 1991

Rockhall,

St. Thomas Telephone: (246)424-2371

Mobile: (246)247-7081

Email: Jalisa\_Seale@icloud.com

***CAREER OBJECTIVE***

To gain experience in employment as an Office Administrator or any other available work you may have to offer, while working towards a career as a Legal Clerk or even as a receptionist. I would also love to gain the experience of working overseas so I can better myself because I love socializing and meeting new people.

***EDUCATION AND TRAINING***

**2010-2014** Samuel Jackman Prescod Polytechnic

**2008-2009** Barbados Community College

**2002-2008** Springer Memorial Secondary School

***QUALIFICATIONS***

**2010-2013** Samuel Jackman Prescod Polytechnic

Office Administration, Business Studies Computer Information Processing

Business English

Introduction to Management

Organizational Behavior

Business English I and II

Human Resource Management

Business Law

Marketing

Records Management

Mathematics

**2002-2008 Springer Memorial Secondary School** Electronic Document Preparation Management (2)

English Language (3)

Social Studies (3)

Mathematics (3)

Religious Studies (3)

Information Technology (3)

***EMPLOYMENT***

**2007-2007 (Summer)** Sales Assistant

China Town

Swan Street

Bridgetown

**2008-2011** Customer Care Representative

NCO Finance

Harbour Road

St. Michael

**2013-2015** Assistant Advisor

Sagicor Finance

Colonel Road

St. Michael

**2015** Internet Sales Assistant

KM2 Soutions

Harbour Road

St.Michael

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***Special Skills and Abilities***

Microsoft Word

Microsoft Excel

Microsoft Access

***HOBBIES***

Jogging, Singing, Surfing the Internet , Socializing, Reading

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***Achievements***

Springer Memorial: Form captain from 2002-2003

Samuel Jackman Prescod Polytechnic: Students council member 2012-2013

Myself alongside with my former boss, won the platinum award for Sagicor, in the year 2013

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***REFERENCES***

**Andre Reid**

**Barbados Defense Force**

**Claybury , St. John**

**Barbados**

**4333533 (Home)**

**8331642 (Cell)**

**Dionne Jackman**

**Sagicor Advisor**

**Turning St.Michael**

**824360 Cell**