Melanie Renee Jones

Lp#52 B Saut Deau Rd Paramin Village Maraval

<Tel:868> 379-7933

Objective: To perform any task(s) given to the best of my ability and I am willing to be trained wherever necessary to complete it.

Education: Belmont Secondary School: 2004-2007

Diego Martin Central Government School 2007-2009

South East Port of Spain Cont Classes 2012-2013

Subjects: English 3

Social Studies 3

Principles of Business 3

Human and Social Biology 2

Principles of Accounts 2

Computer Training: Introduction to Business Software

Mircosoft Outlook

Working Experience: Carnettas Inn Limited

Receptionist

2010-2011

Ministry of Works and Infrastructure

Nis Clerk

2013-2014

References:

Winifred Sylvester Christopher Romany

Supervisor Moniques Fire Officer

Guesthouse <Tel:868> 750-4551

<Tel:868> 355-6214