**CHANEL NICHOLAS**

#6 Sam Boucuad Road, Cantaro village, Upper Santa Cruz Telephone: 1 868 3165670

Email: chanel331985@gmail.com

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**PERSONAL INFORMATION**

Date of Birth: March 3, 1985

Marital Status: Single

**CAREER OBJECTIVE:** To work in an organization that allows me to express mycapabilities and knowledge of the Hospitality and Tourism industry.

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| **WORK EXPERIENCE:** | **THE CHANCELLOR HOTEL AND** | |  |
| O8/2014 - 04/2015 |  |
|  | **CONFERENCE CENTRE** | |  |
|  | ***Front Desk Agent*** | |  |
|  | § Made and confirmed reservations. | |  |
|  | § Check in and check out guests. | |  |
|  | § Check cash flow in petty-cash. | |  |
|  | § Made and answer telephone calls. | |  |
|  | § Help guest when their enquires | |  |
|  | § | Made guest folios. |  |
|  | § | Operate office equipments (computer |  |
|  |  | and photocopying machine etc.) |  |

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| 06/2014 - 07/2014 | **COBLENTZ INN BOUTIQUE HOTEL** | |
|  | ***Front Desk Agent Assistant*** | |
|  | § Made and confirmed reservations. | |
|  | § Check in and check out guests. | |
|  | § Check cash flow in petty-cash. | |
|  | § Made and answer telephone calls. | |
|  | § Help guest when their enquires | |
|  | § | Made guest folios. |
|  | § | Operate office equipments (computer |
|  |  | and photocopying machine etc.) |

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| 01/2014 - 02/2014 | **TTHTI HILLTOP FITNESS CENTRE** | |
|  | ***Front Desk Assistant*** | |
|  | § Made guest folios and index cards. | |
|  | § Filed guest application forms. | |
|  | § | Answered telephone calls |
|  | § Checked cash flow of petty cash. | |
|  | § Help guest with their enquires. | |
|  | § | Updated the automated guest folios. |

**WORK EXPERIENCE (continued)**

08/2009 - 12/2012 **HALLMARK PRINTERY**

***Bindery Assistant / Machine Operation***

* Folded Postcard
* Bind books and magazines
* Packed and stored postcards
* Operated the slitted machine
* Made wedding cake boxes

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| 02/2013 - 08/2014 | **EMILIANA OSTERIA RESTAURANT** | | | |
|  | ***Kitchen Assistant*** | |  |  |
|  | § Prepped vegetables and fruits. | | | |
|  | § Prepared vegetables | | for | salads And |
|  |  | cooking. |  |  |
|  | § Made salads, desserts and appetizers. | | | |
|  | § Store vegetables, can | | foods | etc. in store |
|  |  | room |  |  |
|  | § | Prepared Italian dishes. | |  |
|  | § | Prepared meat and fish for storage in | | |
|  |  | freezers. |  |  |

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| 05/2006 - 11/2006 | **SERVICE COMMISSION DEPARTMENT** |
|  | ***Clerical Assistant*** |
|  | § Received and made telephone calls |
|  | § Type letters and other materials form |
|  | written drafts. |
|  | § Check documents prepared for superior |
|  | and submit documents for signature |
|  | § Set up, maintain, locate and supply |
|  | requested documents and files. |
|  | § Operate office equipment (computer and |
|  | photocopying machine etc.) |

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| 10/2005 - 03/2006 | **CIVILIAN CONSERVATION CORPS** | |
|  | **HEADQUARTERS** | |
|  | ***Office Assistant*** | |
|  | § Received and made telephone calls | |
|  | § Type letters and other materials | |
|  | § | File CCC applications |
|  | § Operate office equipment(computers and | |
|  | § | photocopying machine etc.) |

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| **EDUCATION:** |  |  |  |  |
| At Present | **ZENITH EDUCATIONAL INSTITUTE** | | |  |
|  | CSEC Human and Social Biology | |  |  |
| 09/2013 - 07/2014 | **TRINIDAD AND TOBAGO HOSPITALITY** | | |  |
|  | **AND TOURISM INSTITUTION** | |  |  |
|  | Pending Diploma, Front Office and Travel | | |  |
|  | Agency Operation | |  |  |
| 03/2006 - 04/2006 | **YOUTH TRAINING AND EMPLOYMENT** | | |  |
|  | **PARTNERSHIP.** | |  |  |
|  | Certificate, Computer Literacy | |  |  |
| 04/2004 - 10/2004 | **PROTOTYPE SECRETARIAL** | |  |  |
|  | **INSTITUTE** | |  |  |
|  | Certificate, Front Desk Receptionist duties | | |  |
| 09/2000 - 06/2002 | **ST. JOSEPH COLLEGE** | |  |  |
|  | § Certificate of Secondary Education | | |  |
|  | § | CXC 'O' Levels: |  |  |
|  | § | Mathematics | G2 |  |
|  | § | English Language | G3 |  |
|  | § | Physics | G3 |  |
| 09/1997 - 06/2000 | **BARATARIA JUNIOR SECONDARY** | | |  |
|  | Certificate, Computer Literacy( NESSC & ME) | | |  |
| **SKILLS**: | Information technology, Fundamental of | | |  |
|  | Communication and Quality Customer Care. | | |  |
| **COMPUTER LITERACY:** | Microsoft Word, Excel, PowerPoint | | |  |
| **ACCOMPLISHMENTS:** | Presentation and Internet. | |  |  |
| § | Certificate of Excellence |  |  |
|  |  |  |
|  | § Certificate, Amadeus Front Office | | |  |
|  |  | Functionality |  |  |
|  | § Testimonial of achievement and conduct | | |  |
| **REFERENCES**: | § | Certificate of merit |  |  |
|  |  |  |  |
| Mr. George Solomon |  | Ms. Carlene Alleyne | |  |
| Business Development Officer |  | Hospitality Lecture | |  |
| Trinidad Hotels, Restaurant |  | Corner Airway Road | |  |
| and Tourism Association |  | and Hilltop Lane, | |  |
| Corner Airway Road and Hilltop Lane, | | Chaguaramas, Trinidad. | |  |
| Chaguaramas, Trinidad. |  | 1 (868) 634-1315 | |  |
| 1 (868) 634-1315 |  | calleyne@tthti.edu.tt | |  |