**Chantal Amanda Mc intosh**

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|  | Apt8, 19st, Beetham Estate, Laventille, Port of Spain, Trinidad, Trinidad and Tobago, West Indies  | 1-(868)-317-8615/ 1-(868)-735-8063  | twelvey-ann@hotmail.com |

Summary

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| I am extremely motivated and passionate in whatever I choose to do. I have strong interpersonal and communication skills and know how to handle and deal with different kinds of people and circumstances. I enjoy the process of listening to a customer's problem and helping them find the right solution.  I like the personal satisfaction of making customers happy. I am also equally effective working independently and in cooperation with others.  I enjoy learning and I look forward to staying current on new trends and technologies, as well as systems and processes. As my academic record shows, I master new skills and information quickly. This is a perfect job opportunity for me. | |

Computer Skills

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|  | Languages   * English |
|  | Software   * Microsoft Word, Microsoft PowerPoint and Microsoft Excel |

Experience

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| 2009-2015 | Secretary,  Jordan’s Plumbing and Construction Services   * Used a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases. * Devised and maintained office systems. * Attended meetings, took minutes and kept notes. * Ordered and maintained stationery and equipment. * Sorted and distributed incoming post and organized and sent outgoing post. * Organized and stored paperwork, documents and computer-based information. |
| 2014-2015 | Public Relation Officer for El Dorado East Secondary School Student Council |

Education

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| 2007- 2013 | CXC / O’ LEVEL PASSED SUBJECTS: ENGLISH LANGUAGE, ENGLISH LITERATURE, MATHEMATICS, PRINCIPLE OF ACCOUNTS, PRINCIPLE OF BUSINESS, HUMAN AND SOCIAL BIOLOGY, OFFICE ADMINISTRATION, ELECTRONIC DOCUMENTS AND PREPARATION MANAGEMENT,  El Dorado East Secondary School |
| 2013-2015 | CAPE / A’ LEVEL PASSES: CARIBBEAN STUDIES, ACCOUNTS, ECONOMICS,COMMUNICATION STUDIES AND PURE MATHEMATICS  El Dorado East Secondary School |