**CURRICULUM VITAE**

**Name:** Rianna Christine De Leon

**Telephone No.:** 329-3160 / 777-0183

**E-mail:** deleoncrianna@gmail.com

**Address:** #23 Bye Pass Road, Arima.

**Date of Birth:** 10th July, 1991

**Work Experience:**

Jan - Jun 2015 **Pennywise Cosmetics Ltd (Trincity Branch)**

***Sales Clerk / Cashier***

Jul 2009 - Mar 2011 **Micles Limited (Trincity Branch)**

Duties: ***Supervisor / Manager***

* Sales Clerk
* Cashier
* Stock Attendant

**Education:**

Sep 1996 - Jul 2004 **Arima Girls’ R.C.**

***Secondary Entrance Assessment (S.E.A.)***

***Certificates:***

* Cultural Activities – Singing
* Dance & Drama
* Helpfulness

Sep 2004 - Jul 2009 **El Dorado West Secondary**

***CXC / GCE (Six (6) Subjects)***

* Principles of Business II
* Social Studies III
* English B III
* English A III
* Mathematics III
* Principles of Accounts IV

Oct 2012 **School of Business and Computer Science**

***Computer Literacy* (Microsoft Office 2010)**

Word, Excel, Power Point, Access & the Internet

**Hobbies:** Singing & Spending time with my family

**References: Barbara Martinez**

***Office Assistant - Chateau Guillaumme Comfort Zone***

***Tel:*** 763-6255 / 366-9992

**Erica Pascall**

***Marketing Executive - NAGICO Insurance Ltd***

***Tel:*** 623-1525

**Vincent Paponette**

***Pastor - Dunamis Glory of Praise and Worship***

***Tel:*** 349-1934