Dana Jordan

Address Halls Road Rock Dundo St. James

Email Address: [danajordan717@yahoo.com](mailto:danajordan717@yahoo.com)

**Career Objective**

I am searching for part time work while I complete my studies; I am looking for a cashier position.

**Skills and Attributes**

* Skills that I obtain are being punctual, flexibility, well-organized, a good team-worker and problem solving.

**Education**

2015 to Present

Barbados Vocational Training Board

2014 to 2015 Polytechnic, Wildey St. Michael

Subjects Include:

* Communication Skills
* Catering Skills
* Work Ethics

Duties: Cashiers are responsible for collecting customer payments in a department store or market. 

2013

Samuel Jackman Prescod Polytechnic

Subject: Certificate in Event Planning Grade (**1**)

**Caribbean Examination Council (C.X.C)**

2012

Daryl Jordan Secondary School

Sub*j*ects: CXC General Proficiency

Social Studies (3)

2011

Ellerslie Secondary School

Subjects: CXC General Proficiency

Food and Nutrition (2)

Home Management (3)

English Language (3)

**Other Secular Education**

2013

The Venezuelan Institute

**Volunteer Work**

I read books to the elderly at a nursing home.

During the tropical Depression when there was severe flooding in the northern district of the island I was a member of a relief aid, which partook in cleaning the houses that were flooded.

**Personal Characteristics**

I am a good team worker, punctual, hard- working, reliable and creative.

**Awards**

February 2007 Form Captain

Ellerslie Secondary School

**Interests**

My interests include: Cooking, Baking, Studying, Reading and Gardening.

**Special Skills**

Conversation Spanish Fluency