**Curricular Vitae**

Shareka Yarde

Long Bay, St. Philip.

Email: [sharekayarde@gmail.com](mailto:sharekayarde@gmail.com)

Tel: 571-2243/831-9079

***Personal***

DATE OF BIRTH: 02 December 1996

SEX: Female

PLACE OF BIRTH: Queen Elizabeth Hospital

NATIONALITY: Barbadian

***Education***

1999-2007 Hilda Skeene Primary School

2007-2014 Springer Memorial Secondary School

2014-2015 Samuel Jackman Prescod Polytechnic

***Qualifications***

***Subject*** ***Body CXC***  ***Grade***

English Language “ 02

English Literature “ 03

Social Studies “ 03

Electronic Document Preparation “ 03

Management

Samuel Jackman Prescod Polytechnic – Certificate in Office Administration

***Work Experience***

May 18th - 26th May 2015 **Ministry of Transport & Works**

Job Attachment Program 2015

Location: Pine, St. Michael

•Assisted with the switchboard

•Assisted the public with any queries being made

May 29th - 31st August 2015 **Ministry of Transport & Works**

Summer - Job Attachment Program 2015

Location: Pine, St. Michael

•Reconciling the cheques

•Recorded invoices in ledger

•Assisted in the typing area (Typist)

***Achievements*** Prefect – Springer Memorial Secondary School

***Interests*** Reading & socializing

***References***

Mrs. Maureen Forde

Assistant Accountant

Lot 32 Palm Crescent Fortescue,

**ST. PHILIP.**

**243-2852**

Mr. Antonio Seale

Workshop Manager

Long Bay,

**ST. PHILIP.**

**826-6428**