**RESUME**

**TRICIA BRANKER**

**LP#53 PROTHER STREET MAJUBA VILLAGE LA BREA**

**339-0782/ 323-6860**

**E-MAIL** [**triciabranker@yahoo.com**](mailto:triciabranker@yahoo.com)

**OBJ ECTIVE:** To obtain a challenging position in the work place to utilize the experience and training I have acquired**.**

**PERSONAL INFO:**

**D.O.B :**  25/10/85

**Nationality:**  Trinidadian

**Marital Status:**  Single

**EDUCATION & TRAINING**

**Y.I.L Educational Institute Ltd:** Administrative Assistant **A+**

**Course outline:**

Communication

Resume & Interviews

Letters/Memorandums/Agendas

Telephone Etiquette

Customer Service

Basic Office Duties

Accounting Essentials

Payroll Deductions

VAT

**School of Practical Accounting:**

Introduction to Computers **A**

Microsoft Excel **A+**

Peachtree Accounting **A+**

May – June 2011 CXC General Proficiency in:

* English A
* Office Administration

**WORK EXPERIENCE: Cashier/ Vault Cashier**

Carnival City Members Club

Oct.12- Aug.15

**Security Officers**

Innovative Security Technologies limited

July 2010- Jan.2012

**Cashier**

Tang Hap Supermarket

July 2001- Nov. 2007

**HOBBIE/INTEREST:**  Netball / Aerobics & Youth Development as the

Secretary for the Vance River Youth Group

**References furnish on request.**