5212 Charlie Davis St Phase 4 La Horquetta Arima

[shernicesmith@hotmail.com](mailto:shernicesmith@hotmail.com)

314-5796

**Shernice Smith**

I, Shernice Smith am willing to put all my hard work and efforts at a position in your organization of which is suitable for my qualifications.

My strong initiative and exceptional organizational skills, combined with my ability to work under pressure, allow me to play a crucial role in fast paced, customer centered environment. I'm easy going and I respect all and in return, respected back by everyone .I am sure I can be a valuable addition to your organization.

Enclosed is my resume to review .I welcome the opportunity to discuss with you in person how my skills and strengths can best serve your organization.

Thank you.

Yours Truly

Shernice Smith

**Name**  - Shernice Smith

**Phone**  - 314-5796 678-0570

**Email**  - [shernicesmith@hotmail.com](mailto:shernicesmith@hotmail.com)

**Objective** - To be an asset to your business and be versatile with any field chosen and to use my strengths to maintain and improve the organization.

**Experience**

**Date**   **Organization**  **Position**

29/4/2014-13/6/2014 Caribbean Examination Council Invigilator

* Supervising exams
* Filing Exam papers

6/3/2014-till Leading Edge Marketing Research Ltd Pollster

* Asking people questions on a questioner
* Part-time job

3/4/2013-30/4/2013 Guardian life Receptionist

* Contracted worker
* Answering incoming calls and making outgoing calls to customers
* Scanning
* Filing
* Data Entry

08/3/2012-11/1/2013 Wonderful World Sales Clerk

* Maintaining stock
* Attending to customers

**Education**

Arima Government Secondary School 2011 Certificate

* Mathematics 2
* English language 2
* English literature 3
* Office Administration 2
* Integrated Science 2

**Certificates of Achievements**

Manners Maketh Me

* To speak assertive
* Shake hands
* Table manners

Volleyball

* School certificate

Poetry

* School certificate