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| Sheneka Anderson |
| #15 Armour Street, Princes Town |
| 1-868-683-0048 ▪ shenekanderson@gmail.com |

Profile

An adaptable, self-motivated and responsible undergraduate seeking involvement in your establishment which offers me the opportunity to develop new skills while strengthening those I already possess.

My educational and personal pursuits have enabled me to develop excellent organizational and interpersonal skills and the ability to cope well under pressure. I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals.

I am dependable, adaptable and the determinative to get a job done efficiently and effectively in a timely matter as proven by my varied experiences in school, my previous work experience as well as personal pursuits. I enjoy interacting with people and try to learn something new from every experience because I believe there is always room for self-improvement.

HONOURS AND ACHEIVEMENTS

* Certificate of Attendance of Business Seminar (2015)
* Certificate in Business Studies.(2013)

***WORK EXPERIENCE***

* Manchu wok,

Gulf City Mall.

Cashers

* University of the Southern Caribbean

Royal Road, Maracas, St Joseph

Trinidad & Tobago W.I.

Data Entry Clerk (student worker)

EDUCATION

|  |  |  |  |
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| 2008-2013 | **COWEN HAMILTON SECONDARY SCHOOL**  557-559 Fifth Company Village,  Moruga Rd.,  Moruga.  (868)655-2300, Fax: (868)655-9396  **CSEC**:- |  | |
|  | * Food and Nutrition(General) * Geography(General) * Integrated Science (General) * English Language (General) * Principles of Accounting (General) * Principles of Business(General) * Office Administration (General) * Mathematics (General) | | II  III  II  II  II  III  II  III |

VOLUNTEER EXPERIENCE

* Margaret Kistow Children’s Home
* The Volunteer Centre of Trinidad and Tobago

SKILLS

* Computer Literacy
* Excellent Interpersonal Skills
* Self-motivating
* Dependable
* Organizational skills

ACTIVITIES

* Member of the Abstinence Club of Cowen Hamilton Secondary School (2012-2013)
* Member Princes Town Musical Ensemble (2010-2013)