|  |  |  |  |
| --- | --- | --- | --- |
| Chanelle Thomas-Holder24 railway road, princes town868-277-4382Cha\_nelle5@hotmail.com | | | |
| OBJECTIVE | | | |
|  | To be recognized in my field for working above and beyond the call of duty in support of supervisors with a proven record for utilizing strong technical and interpersonal skills to enhance the organizational effectiveness and profits. | | |
| SKILLS PROFILE | | | |
|  | ·     Good filing and organizational skills·     Experience in handling confidential paperwork·     Ability to take accurate phone messages and deliver messages promptly·     Good customer-relations background | | |
| EMPLOYMENT HISTORY | | | |
|  | caribbean cinemas feb 2015-aug 2015 ***SOUTH PARK SAN FERNANDO***  KITCHEN STAFF AND CASHIER supertore limited50 O’meara road industrial estate, arimacashier  * CASHING AND DEALING WITH CUSTOMERS  Direcone International Contact Centre JAN 2009-OCT 200974 Independence Square, Port Of Spain TrinidadCustomer service Representative | SEPT 2011-SEPT 2012 | |
| HHD (Hilton Head South Carolina)·     Selling TimeshareOTF Group (A Group Of Consulting Companies) U.S.AGuardian Life Of The Caribbean Limited· Calling clients to conduct the second part of their life insurance process, which we conduct telephone interviews concerning their medical history.· also providing exceptional customer service.· Promoted As lead Representative· Attending to specialist with any concerns· Supervising shifts and send emails· Updating call summary ( Data Entry)· Help Training agents and set up international call to be completed | | |
| Trader Jacks Restaurant And Bar | Aug 2008-Dec 2008 | |
| Movie Towne Port Of SpainBartender·     Mixing Cocktails·     Waitress | | |
| Sails Restaurant And BarPower Boats ChaguaramasBartenderMixing Cocktails And Taking stock | May 2008-Aug 2008 | |
| Fair Play Management                                                                        Nov 2007-May 2008Arapita Avenue Port Of SpainCashier·     Changing Chips And Money | | |
| EDUCATION | | | |
|  | Certificate | | 2006 |
| Enterprise Training college, Champ FleurPrinces Town Senior Comprehensive School                                        2003-2005 | | |
|  |  |  |  |

        Math, English, Chemistry, Geography, Biology, Agriculture Science

       San Fernando East Junior Secondary School                                     2000-2003

       Secondary Level Education

**REFERNECES**

**NAME POSITION CONTACT NO:**

Anisha Khan Operations Manager

Direcone Call Centre

Port Of Spain 470-5404

Natoya Connell Johnson Secretary

Price Smart

Movie Towne 356-4940/487-4630

Don Ross Bartender

Bennihanner

Trincity 758-0591

Chanelle Thomas-Holder

24 Railway Road,

Princes Town

January 4TH, 2016

To Whom It May Concern

Dear sir/Madam:

I am writing this letter to apply for the position of laborer within your organization. I am young, energetic, industrious and inventive individual, brimming with excellence work experience from a variety of job descriptions.

I am certain that with my past experiences, combined with my knowledge, dedication and my focused approach to problem solving will make me a worthwhile asset to your establishment. If given the opportunity I can assure you that I will endeavor towards the continued development of your company as well as my individual work ethic and performance. Thanking you in advance.

Your Respectfully

Chanelle Thomas-Holder