**JENNA STEELE**

**PERSONAL INFORMATION**

Address: 9 Laurence Street, San Fernando

DOB: 30th November 1997 (18 years)

Contact Number: (1868) 326-2312

**OBJECTIVE**

My goal is to become associated with your company where I can utilize my skills and gain further experience while enhancing your company’s productivity and reputation.

**EDUCATION**

National Energy Skills Center 2014-2015

Open Bible High School 2009-2014

San Fernando Girls Government 2002-2009

**QUALIFICATIONS**

Certificate in Industrial Electrical Installation

CXC LEVEL

* English Language- 3
* Mathematics-2
* Office Administration-2
* Principles of Business-3
* Social Studies-3
* Human and Social Biology-2

**ACHIEVEMENTS**

Computer Literacy (NESC)

Life Skills Training (NESC)

Class Representative (NESC)

School Prefect (Open Bible High School)

**EXPERIENCE**

Tiaren Drugs 2015 (Pharmacy Clerk)

**REFERENCES**

Trisha Rodney- (868) 471-9420

Christopher Roberts- (868) 492-2404