**Mary Hart**

**637-1019, 310-6503**

**mary.e.hart.tt@gmail.com**

My Goal is to grow as an individual both academically and personally; to always reach higher to achieve my goals and to be a positive, cooperative and productive asset to my employer.

Leon Hess Comprehensive Secondary School (St Lucia)

Maple Leaf International

Bar-tending - Trinidad and Tobago Hospitality School

Auto Mechanics - CCC (Civilian Conservation Corporation)

Professional Development and Sales - Growth Opportunities

### MEL3E - International Learning Center

**Skills, Background & Personal Characteristics:**

I am trustworthy, Dedicated, Hardworking and a Quick Learner

Patient (Dealing with all types of customers, and fellow employees)

I am easy to speak to and relatable.

I have a no nonsense take charge work ethic.

I do not get engaged in office politics and try to avoid it as much as possible.

Familiar in both MAC and Windows (Microsoft office,Key Note)

Comfortable working with Quick Books - Point Of Sale

Filing and organizing are activities I am quite efficient at and enjoy

High-school Level Marketing and Entrepreneurship: Starting our own company (Name,Selling Shares, Advertising, Creating a new product, Global expansion, Payrolls and Taxes.

I enjoy marketing and sales and would like to grow in these areas.

High-school level Communications Technology : Photography, Photoshop- Basic editing and techniques, Videographer Training – Making Videos using iMovie HD and Windows Movie Maker. (Learning about the movie making process) & Sound Editing (creating our own full length songs using Garage Band)

Creativity & Problem Solving : Analyzing a problem to come up with new ideas and possible ways around it is a challenge I enjoy. I find the brainstorming process and group sharing enjoyable; it can introduce you to an entirely new way of thinking and open to new ways of thinking.

Studying,working and being a Parent at the same time has helped me with my time management skills.

Jewelry Design, Arts & Crafts, Psychology, Communication technologies, Fashion, Graphic Design & Culture, Cooking, Cycling, Music, Sewing, Interior Art/Decor, Body Art, Cars, Bikes and Beauty Culture are a few of my passions

Experience:

**Kitchen Korner 2003 LTD (1 1/2 yrs)**

Store Manager, Attending to customers, Cashing, Restocking the shop, Moderating facebook Accounts and Group

I created and ran the facebook page, as well as reorganized and modernized the wedding registry. I learnt important facts about running a successful Business.

West Mall/Long Circular

633-9550

**St Lukes Medical** (April 2015 - January 2016) **Dr Hart has left the country and closed office**

Receptionist Duties : Quickbooks Accounting, Practice Fusion (online patient chart and Appointments), Managing Patients Hard Files, Booking appointments, Ordering Vaccines and managing office stock, Assisting the doctor with the administering of vaccines to minors.

**Eston Study Center (3 weeks)**

Rural Project in St Lucia Painting a chapel in the St Lucy's Elderly Home.

For a short spell I was part of their Big Sister program until it was discontinued.

9 Sweet Briar Road, St Clair, Port of Spain Trinidad and Tobago

Tel: 622-4186 Fax: 622-9317

Email: briar@wow.net

**"La Familia Giorgio's" (1 month OJT)**

Working part time in the restaurant preparing food in the basement , bussing tables and catering.

Neighborhood: North End

112 Salem St

(Between Bartlett PI & Cooper St)

Boston, MA 02113

(617) 367-6711

**Trinidad and Tobago Hospitality and Tourism Institute 2010**

Importance of Bar Control

Purchasing, Receiving & Storing of Good (Alcohol)

Inventory Costing

Cost Control Systems

Introduction to Bar Control

**Shakers Restaurant and Bar (4 months part time) 2010** While Studying

Waitress and Back Bar

**Universal Bar (1 yr) 2011**While Studying

Bartender

**Spinners World (1 month) 2009**

Working part time as a secretary. Left due to hand injury.

info@spinnersworldtt.com

58 Warren St Woodbrook

628-SPIN(7746)

**CCC (Civilian Conservation Corps.) 2012**

6 Months

Auto Mechanics through NESC (National Energy Skills Center)

**Interests & Activities:**

Arts & Crafts, Psychology, Communication technologies, Fashion, Graphic Design & Culture.

**Hobbies:**

Cycling, Music, Music Editing, Video gaming, Sewing, Interior Art/Decor, Body Art, Cars, Bikes and Beauty Culture.

**Dependents:**

1 (Toddler)





