|  |  |  |
| --- | --- | --- |
| Karycelle Wallace | | |
| * #14 Concorde Avenue, Paradise East, Tacarigua. * contact no. (**MAin - 757-9058**,284-9527, 640-6041) * w.karycelle@hotmail.com | | |
| **Objective** | | |
| * *To gain valuable experience in the world of work*   **Experience**   |  |  |  | | --- | --- | --- | | **21st -28th Dec, 2015** | **Micro Software Designs** | **St. Joseph** | | Administrative assistant   * Responsible for taking, transferring and making calls both local and international * Receiving and sending out cheques * Managing front desk when clients come in * Helping administrative officers in whatever way possible | | |  |  |  |  | | --- | --- | --- | | **Dec 2014 – jan 2015** | **J&K Signature Styles** | **Grand Bazaar** | | Sales Associate   * Checking in the stock that comes in * Taking calls. * Ensuring customers are well taken care of. * Ensuring that the customer is satisfied and happy with their purchase * Meeting the customers’ needs * Replenishing products in the store on a daily basis | | | |  | | |  |  |  |  | | --- | --- | --- | | **June 2014 – August 2014** | **J&K Signature Styles** | **Grand Bazaar** | | Stock Associate   * Checking in the stock that comes in * Taking calls. * Ensuring customers are well taken care of. * Ensuring that the customer is satisfied and happy with their purchase * Meeting the customers’ needs * Organizing and colour coding the stock room * Replenishing products in the store on a daily basis | | | |  | | | | | |
| **may 2013 – August 2013** | **On the Job Training (NALIS Library)** | **Maloney** |
| clerical assistant   * Checking in and out, the books of the library. * Checking in Transit Books. * Checking in new books. * Taking calls. * Photocopying. * Scanning. | | |
|  | | |
| **may 2012 – may 2013** | **On the Job Training (Hillview College)** | **El Dorado** |
| Book rental manager   * Managing the books coming in from the government * Distributing book to the students of Hillview College | | |
| **april 2012 – may 2012** | **Ministry of Science and Technology** | **St. Augustine** |
| Ojt Life skills training   * Training for the world of work. | | |
| **feb 2012 – april 2012** | **Sport Outlet** | **Trincity Mall** |
| * Sales Clerk – sell clothes, shoes and more to customers and provide service. | | |
| **sept 2011 – nov 2011** | **Teacher (After School Program)** | **Tunapuna** |
| * Help students from standards two to five in their homework. | | |
| **skills**   * Principles of Accounts * Information Technology * Plays guitar, sings * Physical Education (Dance Volleyball) * Stock Taking   **Education**  Atwell’s Educational Institute ( Preschool to Standard 5)  Holy Saviour Curepe Anglican (Standards 4 & 5)   * Successful in S.E.A   Bishops Anstey High School East (Forms 1 – 5)   * Principals of Accounts – 3 * Information Technology – 2 * Mathematics – 3 * English – 2 * Physical Education – 2 * Social Studies – 2 * Geography – 3 * Human and Social Biology – 3 * Now Attending the University of Trinidad and Tobago doing the Bachelor of Education Program at the Valsayn Campus | | |
| **References**  Dr. Allison Williams  Senior Engineer  Mr. David Assing  Teacher | | |
| References are available on request. | | |