RESUME

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**NAME:**  Simone S. Charles

**ADDRESS:** 33 No.9 Road, Palo Seco

**DATE OF BIRTH:** 1st February, 1989

**PHONE #:** 338-5294 / 344-4314

**E-MAIL ADDRESS:** simzcharlo@yahoo.com

**OBJECTIVE:** To be a valuable asset that contributes to the longevity and success of your establishment.

**EDUCATIONAL BACKGROUND:** Santa Flora Government Primary School

Fyzabad Anglican Secondary School

**QUALIFICATIONS:** **CAPE Unit 1**

Sociology V

**Ordinary Level CXC**

English A II

Mathematics III

English B III

Integrated Science II

Principles of Accounts III

Principles of Business II

Social Studies II

Spanish II

**OTHER SKILLS:** Certificate in Skills for the Automated Office, (YTEPP)

Certificate in Micro Entrepreneurship (YTEPP)

Certificate in Customer Service and Telephone

Etiquette.

Certificate in First Aid, CPR and AED.

Microsoft Office Specialist Certification (NESC)

**WORK EXPERIENCE:** Customer Service Representative

Palo Seco Credit Union Co-Operative Society Limited

March 2014 to May 2014.

Receptionist

Virginia Haynes Fitness Center March 2013 to December2013.

Librarian Assistant -OJT

Palo Seco Government Primary School

March 2012 to March 2013.

Clerk II

Palo Seco Credit Union Co-Operative Society

Loans and Arrears Department (Feb-June 2011)

Administrative Assistant

Customs and Excise Division, Ministry of Finance POS.

Jan – March 2010

Teaching Assistant

Erin RC School OJT

April 2008 – Sept 2009

Administrative Assistant

Ministry of Legal Affairs

Dec 2007 – March 2008

**HOBBIES:** Tennis Club, Choir, Swimming, Travelling, Meeting new people.

**REFERENCES:** Mrs. Catherine Sam Debique

Teacher 1 Erin RC Primary School

Tel #: 726-4952

Ms. Michelle Rodriguez-Roberts

Recoveries Officer

Palo Seco Credit Union

Tel #: 375-9617

Mrs. Glenora Joachim

Teacher II

Fyzabad Anglican Secondary

Tel #: 754-9217