Hello,

My name is Chelsea Tiffiny Montaque. I was given the opportunity to work with Massy Stores during their transitioning period from Hi-Lo. I was employed as a Loyalty Card Rep. and it was a good experience and stepping stone into the world of work. I am currently pursuing a BA degree in Communication Studies and I am seeking employment for the May and June vacation period.

Any assistance would be greatly appreciated.

Please find below my resume.

Thanking you in advance,

Chelsea Montaque.

**CHELSEA TIFFINY MONTAQUE**

Place and Date of Birth: Trinidad| 17th May, 1996

#186 8th Street, Techier Village, Point Fortin.

868 362 5621

[Chelsea.montaque@gmail.com](mailto:Chelsea.montaque@gmail.com)

**OBJECTIVE**

I am a very detail and goal-oriented person and I believe that I can contribute to the Massy Family and ensure that both co-workers and customers are pleased with my service.

**EDUCATION**

2008-2015: St. Joseph’s Convent San Fernando (Secondary)

2001-2008: Point Fortin Roman Catholic Primary School

2015-present: University of The West Indies, St. Augustine Campus

**ACADEMIC QUALIFICATIONS**

|  |  |
| --- | --- |
| CAPE **(8 subjects)** | |
| GRADE | No. of Subjects |
| 1 | 1 |
| 2 | 1 |
| 3 | 5 |
| 4 | 1 |
| CSEC **(8 subjects)** | |
| GRADE | No. of Subjects |
| 1 | 4 |
| 2 | 3 |
| 3 | 1 |

**HOBBIES**

* Writing
* Reading
* Baking

**WORK EXPERIENCE**

July 2014-August 2014:

Loyalty Card Representative

Massy Stores Point Fortin

Key Deliverables

* Updated 150 customer accounts per day
* Managed up to 300 customer requests per day
* Acted as a liaison between customers and Head Office.

July 2015- August 2015

Secondary School Trainee

Atlantic Point Fortin

Key Deliverables

* Helped senior officials update accounts
* Worked in a team to get tasks done
* Learnt about the World of Work and what is expected of me

**REFERNCES**

1. Mr Ian Ochoa

Sustainability Assistant at Atlantic.

Contact: 868 291 3372

1. Leilana Ramdeen

Teacher III at St. Joseph’s Convent San Fernando

Contact: [Lramdeen13@gmail.com](mailto:Lramdeen13@gmail.com)