**Nardia Maya Cooper**

**PERSONAL DATA**

Date of Birth: 24th April, 1997

Address: Opp. Lp #46 Main Road, Fanny Village, Point Fortin

Sex: Female

Marital Status: Single

Telephone No.: 1868 391 1363

E- mail: [nardiacooper97@gmail.com](mailto:nardiacooper97@gmail.com)

**Objective:**

**EMPLOYMENT EXPERIENCE**

* Sales Clerk at Khan & Nigel Roll on Roll off (2012- 2014)
* Sales Clerk at Healthy Interior Limited (2015)
* Clerical Assistant at On the Job Training (2015)

**EDUCATION AND TRAINING**

* Mathematics
* English A
* Information Technology
* Food and Nutrition
* Social Studies
* Principles of Business
* Integrated Science
* Currently at University of the Southern Caribbean (2014-2018)

**CORE SKILLS**

* Culinary Skills
* Accountability Skills
* IT Skills : Microsoft Office: Word, Excel, PowerPoint and Outlook (sending emails)
* Management Skills

**REFERENCE**

Dave Cobham

(fireman)

Kamilia Alexander

(registered nurse/ midwife)