SIMONE CAIN

#110 El Dorado Road, Tunapuna | [simonecain99@gmail.com](mailto:simonecain99@gmail.com) | 348-9516

**OBJECTIVES:**

I am seeking employment in a stimulating environment where I can use my personal abilities, work ethics and communicative skills to build the success of the company.

**EDUCATION:**

* Success Laventille Secondary School - Year 2006/2011
* The University of the West Indies, Open Campus - Year 2012/2013

**QUALIFICATIONS:**

* **Caribbean Secondary Education Certificate (CXC)**

Mathematics – Three

English – Two

Principles of Accounts – Three

Principles of Business – Three

Integrated Science – Three

Spanish – Three

French – Three

* **Caribbean Advanced Proficiency Examination (CAPE)**

Communication Studies – Three

Caribbean Studies – Five

Spanish – Four

French – Three

**CURRENT STATUS:**

I am currently attending the University of the West Indies, St.Augustine, Year I, pursuing a Bachelor of Arts Degree in Communication Studies.

**WORK EXPERIENCE**

* **Internship Program:** THE MINISTRY OF ATTORNEY GENERAL AND LEGAL AFFAIRS, Accounts Department (August, 2014)
* **Administrative Assistant:** CONSULTING ENGINEERS ASSOCIATES 2005 LTD (September, 2014 – August, 2015)
* **Food Service:** JEAN’S CUISINE (Part-time/Saturdays)

**REFERENCES:**

* Ms.Kathleen Cain

Clerk Typist

Director of Public Prosecutions Office

Tel. 395-8849

* Mrs. Annette Griffith-Ackrill

Site-Coordinator

Pre-University Centre

Tel. 771-6666

* Mr.Vaughn Lezama

Managing Director/Principal Engineer

Consulting Engineers Associates 2005 Ltd

Tel. 620-6556

* Mrs.Elfleda Duncan-Francois

Entrepreneur/Professional Cook

Jean’s Cusine

Tel. 683-4650