RUTH THOMPSON

#34 Quarry Drive, Champs Fleurs  
+1868 383-2574 | [ruththompson49@hotmail.com](mailto:ruththompson49@hotmail.com)

Name: Ruth Lydia Thompson | Date of Birth: August 7th 1996

OBJECTIVES

* To incorporate my skills and talents to effectively and efficiently complete tasks.
* To gain experience and knowledge.
* Deliver good character in the work environment
* To use the skills and knowledge acquired in the best possible way for achieving future goals.

Educational background

Tertiary: Bachelor of Science (BSc.) in Biology; emphasis in biomedical

**University of the Southern Caribbean** ●Maracas Valley, Saint Joseph  
 Enrolled September 2014 ● Graduation expected May 2018.

Secondary: CXC Passes Obtained: Mathematics, Spanish, Geography, Physics,  
 Chemistry, Biology **San Juan South Secondary** ●Saddle Road, San Juan ● Graduated June 2014

SKILLS

* Proficient in Microsoft office: MS Word ● MS PowerPoint ● MS Excel
* Acquire a good level of organizational skills and planning skills
* Telephone etiquette
* Research and Analyzing data
* Ability to work well with others

WORK EXPERIENCE  
  
**Zero Tolerance Security Limited** ● **El Socorro, San Juan** (April 2015)

Office Assistant

* Promptly answered telephones and e-mail correspondence
* Sorted mail, typed out letters and managed filing systems
* Data entry and payroll
* Executed great quality of service to visitors
* Routinely printed, faxed and photocopied documents