**Kimelle Sheppard**

Lp #61 Pipiol Road,

Upper Santa Cruz

Home: 676 7327

Cell: 354 3253

[kimelle1994@live.com](mailto:kimelle1994@live.com)

**OBJECTIVE:** To obtain a challenging position within your company that will allow me to learn new skills while utilizing my previous experience to improve beyond my current abilities. I also aim to build a strong business relationship with the company and clients and to exceed expectations of excelling within your organization.

**WORK EXPREINCE**

* Santa Cruz Presbyterian Primary School

CAC Assistant / Business Office Assistant

May 2015- current

* SANTA CRUZ FOOD BASKET (summer job)  
  CASHIER  
  AUGUST 2014 – AUGUST 2014
* HI LO FOOD STORES

BAKERY ATTENDENT/SALES REPRESENTATIVE (summer job)

JULY 2013-AUGUST 2013

* MINISTRY OF YOUTH,GENDER AND CHILD DEVELOPMENT (summer job)

CAMP FACILITATOR

AUGUST 2012- AUGUST 2012

**EDUCATION**

Tertiary: Currently attending UWI School of Applied Studies

Secondary: St Joseph’s Convent Port- of –Spain

**ACHIEVEMENTS**

* Associates Degree in Business Management

**CXC**

* Principles of Business- Grade 1
* Mathematics-Grade 2
* English Language-Grade 2
* Principles of Accounts-Grade 2
* English Literature-Grade 3
* Physics-Grade 3
* Economics- Grade 3

**CAPE**

* Communication Studies- Grade 2
* Management of Business Unit 1 – Grade 4
* Management of Business Unit 2- Grade 4
* Accounting Unit 2- Grade 4
* Caribbean Studies- Grade 4
* Accounting Unit 1- Grade 5
* Economics Unit 1- Grade 5
* Economics Unit 2- Grade 5

**ACTIVITIES**

Member of St Joseph’s Convent:

* Netball Club
* UNESCO club
* Aerobics club
* Cricket club
* Animal Rights club
* Library Captain
* Assists in the school’s Co-op

**SKILLS**

* Computer Literate : Microsoft Office
* Team Player : Good Communication Skills
* Team Player

**REFERENCES**

* Denrick Brewster

Brewster’s Electrical co.ltd (Managing Director)

Golden View, El Dorado

324-8533, 645-1991

* Kennice Peters (Library Assistant)

St Joseph’s Convent Port – of – Spain

737-1146,625-4502