**Curriculum Vitae**

Miss jael Serrette

#31 Chaconia Avenue Coconut Drive Morvant

(1868) 281-2783

[jaelserrette@gmail.com](mailto:jaelserrette@gmail.com)

**Personal Data**

**Date of Birth:** March 16th, 1998

**Nationality:** Trinidadian

**Sex:** Female

**Health:** Excellent

**Marital Status:** Single

**Professional objective & job target**

**M**y goal is to become associated with an organization where I can utilize my education and gain further experience while enhancing the organization's productivity and reputation.

**Education**

**S**t. Dominic’s RC School (2004 – 2011)

**S**t. James Secondary School (2011 – 2016)

**Qualifications**

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| --- | --- |
| Caribbean Examination Council (C.X.C. Ordinary Level)  General Proficiency | |
| Mathematics | **Awaiting examination results** |
| English A |
| Principles of Accounts |
| Principles of Business |
| Office Administration |
| Integrated Science |
| Social Studies |

**Professional Experience**

|  |  |
| --- | --- |
| **July - August 2014**  Only The Finest Catering  Lp63 Quarry Road San Juan  Port-of-Spain,  Trinidad, W.I.  1(868)494-3668  **Waitress** | **December 2014**  Only The Finest Catering  Lp63 Quarry Road San Juan  Port-of-Spain,  Trinidad, W.I.  1(868)494-3668  **Waitress** |
| **July - August 2015**  Only The Finest Catering  Lp63 Quarry Road San Juan  Port-of-Spain,  Trinidad, W.I.  1(868)494-3668  **Cashier** | **December 2015**  Only The Finest Catering  Lp63 Quarry Road San Juan  Port-of-Spain,  Trinidad, W.I.  1(868)494-3668  **Cashier** |

**Affiliation & Activities**

**T**rinidad and Tobago Cadet Force

**E**vent planning

**D**ancing

**F**ootball

**L**earning new things

**Personal & Professional Assets**

**I** am hard working and very determined. I enjoy keeping myself busy and put extra effort into my tasks. I am a dedicated team player, capable of working well under pressure and able to work unsupervised. I am trustworthy, ethical, discreet, well organized with an attitude of self motivation, creativity and strong-minded towards achieving my goals. I strive to always keep a positive attitude, and I have the ability to learn quickly.

**References**

|  |  |
| --- | --- |
| Managing Director | National Museum and Art Gallery Attendant |
| Ms. Roxanne Forde  Regional Compliance Consultants  (868) 684 – 4369 | **Ms. Natoya Walters**  Museum Attendant  (868) 744 – 0369 |

|  |  |
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| Managing Director | Archpriest |
| Ms. Abebi Alexis  Only The Finest Catering  (868) 494-3668 | **Mr. Neil Andrews**  Archpriest  (868) 353 – 9232 |

**Recommendations**

**T**o be presented upon request.