**Le’Teisha Billouin**

**#307 Pilgrim Street, New Village**

**Point Fortin**

**DOB: 17/08/1995**

**Contact: 286-9823 Email:aquilabillouin@gmail.com**

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**OBJECTIVE:** Enthusiastic, highly motivated and goal oriented professional, bringing exceptional hospitality and guest service skills to create a comfortable environment for guest and mutual growth within the organization.

**EDUCATION/ QUALIFICATIONS:**

Presently Pursuing

**University of the Southern Caribbean (USC)**

Bachelor of Arts in English

2013-2015

**Fyzabad Secondary School**

Caribbean Advanced Proficiency Examinations (CAPE)

Caribbean Studies Grade III

Enviromental Science Grade IV

Communication Studies Grade V

2008-2013

**Holy Name Convent Point Fortin**

Caribbean Examination Council (CXC) General Profiency

Home Economics Grade III

Integrated Science Grade III

English A Grade II

Information Technology Grade III

Social Studies Grade III

**PROFESSIONAL**

**EXPERIENCE:**

On The Job Training

The Office of the Member of Parliament Point Fortin

**Clerical Assistant (July/August 2014)**

**Duties**:

* Assist with Data Entry
* Making appointments for constituents to meet with the Member of Parliament
* Gather information about the constituents and constituency for the use by the Member of Parliament

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Feroza’s

**Customer Service Representative (December2014)**

**Duties:**

• Ensured that each customer recieve exceptional service  
 • Provided a friendly environment and maintained outstanding standards

SABS

**Customer Service Representative (July/August 2015)**

**Duties:**

* Attracts potential customers by answering product and service questions; suggesting information about other products and services.
* Opens customer accounts by recording account information.
* Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.