**PERSONAL DATA**

CHERISE CADIZ

#373 Sixteen Street, Edinburgh 500 Chaguanas

Date of Birth: 31st March 1993

Nationality: Trinidadian

Contact: 336-4022

Email: cadizcherise2@gmail.com

**PERSONAL SKILLS**

Telephone Etiquette

Excellent Communication Skills

Computer Skills

Word, PowerPoint, Outlook, Access

Excel

**CAREER OBJECTIVES**

To join an interactive organization that offers me a constructive workplace for communicating and interacting with people, as well as enhancing my professional skills in a dynamic and stable workplace. I also strive to become an asset to any organisation I am employed with.

**EDUCATION/QUALIFICATIONS**

**Tertiary**

Sital College Course Flight Attendant Certificate of Achievement

2011-2012

**Secondary**

Modern Business School General Social Studies, Office Procedures

2009-2010

St Augustine Secondary School General English A, Principal of Business

2007-2009

**Work Experience**

Standard Distributors Ltd

Customer Sales Representative Aug 2014- Jun 2016

Assist customers in finding what they want by

Describing a product's features, demonstrating its

Use and showing various models. Responsible for the

transactions of credit accounts.

DirecOne

International Call centre

Customer Service Representative Dec 2013- Apr 2014

Dealing directly with customers by telephone

Launch customer’s complaints and queries in a timely

And efficient manner

Micles Clothing

Cashier/Sales Clerk Aug 2011- Sept 2013

Cash and assist customers in finding what they want

By showing different styles of clothing

York Garments Ltd

Inventory/Sales Clerk Sept 2010 Dec

Perform regular stock checks and the sale of clothing

Splash Clothing Store

Sales Clerk Jul 2009- Aug 2010

Sale of clothing and shoes

**Strengths**

Reading, Sports, Dancing

Singing

**References: Contact**

Nikeisha Dupery 465-7186

Administrative Assistant

Ytepp Ltd

Princess Robertson 681-0923

Teacher

Teacher (22710)