**Resume`**

**Personal Details**

Name: Deanna Reyes

Address: #12 St John Road, Village Claxton Bay

Phone: 7690497 /3657728

Date of Birth: 20/07/89

**Education**

**Servol Hi Tech Training Centre (2010)**

Computer literacy Basic (Software Introduction)

* Microsoft Word
* Microsoft excel
* Microsoft Access
* Power Point
* Typing

**Advance Skills Training Centre (ASTC) Servol (2010)**

PC Repairs and Basic Networking

* Hardware
* Software
* Troubleshooting
* Assembling the Computer
* Creating networking Cable
* Testing the cable
* Internet Connection
* Advance Typing

Certified (Electronics Technicians Association) **ETA**

**Carapichaima Senior Comprehensive School (2005-2006)**

|  |  |  |
| --- | --- | --- |
| **Subject** | **Proficiency** | **Grade** |
| English | General | 3 |
| Principles of Accounts | General | 3 |
| Mathematics | General | 4 |
| Integrated Science | General | 3 |
| Principles of Business | General | 4 |

**Extra-Curricular Activities**

Introduction to Computers (2006) NESC

Skills for the Automated Office YTTEP (2009) NESC

Patient Care Attendant Pending Certification

**Experience**

PTSC Clerical Assistant (2007-2008)

Kafi’s Nursery and Daycare (2008)

Customs and Exercise Division Clerk (2011)

**Hobbies**

Reading

Meeting new people

Going to the gym

**References**

Keith Kerton

Teacher 1

Couva West Secondary School

379-0095

Angela Payne

Califonia

18687735541