**CURRICULUM VITAE**

**RAYANNA JODY CHARLES**

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**CAREER OBJECTIVE**

To build a career in the business field, and to progress as best I can, using my abilities for the betterment of the organization.

**ACADEMIC QUALIFICATION**

**Caribbean Examination Council (CXC)**

Grades

* Mathematics Two (2) 2011
* English A Two (2) 2011
* English B Three (3) 2011
* Principle of Business Three (3) 2011
* Integrated Science Four (4) 2011

**Associate Degree in Office Administration**

* 2012 to present

**Professional Qualification**

* Basic knowledge of Microsoft Word
* Level One Vocal Training

**EXPERIENCE**

* 5 years babysitting/housekeeping

**PERSONAL SKILL**

* Dedicated
* Quick learner
* Hard worker
* Willingness to learn new things

Father: Ezzard Charles

Date of Birth: 02/Oct/1994

Sex: female

Marital status: Unmarried

Languages known: English

Nationality: African

Hobbies:

* + Singing
  + Teaching in Sunday School services
  + Volunteer for Youth for Christ

**DECLARATION**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

28/06/2016

Santa flora