**OBJECTIVE** Quick-learning individual looking for a part-time cashier position with Massy Stores Limited to gain experience in customer service, communication, and problem solving.

**EDUCATION**

09/2015 -Present **UNIVERSITY OF THE WEST INDIES (TRINIDAD, W.I)**

* MSc. Management Studies, Specialization in HRM

10/2011 - 05/2015 **UNIVERSITY OF THE SOUTHERN CARIBBEAN (TRINIDAD, WI)**

* BBA Human Resource Management

**WORK EXPERIENCE**

01/2015 – 03/2015 **SOUTH CARIBBEAN CONFERENCE OF SDA**

***HR Intern***

* Edited old and created new job descriptions
* Revised and updated Office Staff Policy Handbook
* Prepared proposal for instituting action teams in the Organization
* Provided clerical support for HR Officer

09/2012 – 12/2014 **UNIVERSITY OF THE SOUTHERN CARIBBEAN**

***Office Assistant***

* Delivered documents to relevant departments
* Filed and organized memo, correspondences, and other paperwork
* Entered Student Attendance via online system
* Assisted customers/lecturers and handled complaints and issues
* Compiled databases

06/2010– 08/2011 **MICHAEL’S SERVING SPOON RESTAURANT**

***Restaurant Dishwasher/Waitress***

* Clean Dishes, kitchen, eating area, and food preparation equipment
* Took phone and walk-in orders from patrons
* Served food and beverages to customers
* Collect Payments from customers

**SKILLS/ABILITIES**

* Interpersonal abilities
* Planning and organizing
* Touch Typing
* Adaptability

**AWARDS/HONORS**

* Current holder of the CARPIMS Scholarship for Postgraduate Study
* Undergraduate Dean’s List Honors Awardee
* Two time recipient of aid scholarships awarded by the University of the Southern Caribbean

**CLUBS/VOLUNTEER**

* Secretary of the Dominica Student Association of Trinidad & Tobago (DOMSATT)
* Volunteer teacher for an Adult Computer Literacy Course
* Former Executive Member of the Family Life Ministries Department of the Caring University Church
* Former member of the Community Service Ministries Department of The Caring University Church
* Former volunteer/member of the American Red Cross Youth Club
* Former member of the Delta Gems (Girls, Empowering Myself Successfully) Club

**Colleen Gordon**

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