**JOEL JONES**

**Address: 58 Brunton Road, St James**

**Contact: 351-6124**

**Email:** [**joeljones2.jj@gmail.com**](mailto:joeljones2.jj@gmail.com)

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| **Profile** |

**I’m proud graduate of St. Anthony’s College. My future aspiration is to be a Linguist. My past and current has allowed me to interact with the public thus enabling me to become more flexible, disciplined, attentive, understanding and above all patient. I’m well versed with computers as well as many applications such as Microsoft Office. I have some college experience in Information Technology which I studied as the CTS School of Business and Computer Science. I hope to be given the opportunity to join your company and grow alongside it and my fellow colleagues.**

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| **Skills** | |
| **Computer Literate** | **Dependable** |
| **Fast learner** | **Team Player** |
| **Customer Service oriented**  **Interpersonal Skills**  **Problem Solver** | **Observant**  **Critical Thinker**  **Communication Skills** |

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| **Work History** | | | |
| **Lane Replenisher** | **Feb 2014 - Mar 2014** | **Lennox & Dhanmattie Ramdin** | **99-101 Charlotte Street, Port of Spain** | |
| **Cashier**  **Office Administrator/CSR** | **Mar 2014 - Aug 2014**  **Nov 2014 – June 2016** | **Lennox & Dhanmattie Ramdin**  **Forward Focus LTD**  **(Digicel)** | **99-101 Charlotte Street, Port of Spain**  **Corner S Main Rd and Evans, Curepe.** | |

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| **Education** | | |
| **Subjects**  **English** | **Grade Assigned**  **1** |
| **Spanish** | **1** |
| **French** | **1** |
| **Information Technology** | **1** |
| **Principle of Accounts** | **2** |
| **History** | **3** |
| **Mathematics** | **3** |

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| **Voluntary Work** |

* **Young Leaders**
* **Break the Silence: Child Abuse**
* **Red Cross**

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| **Hobbies** |

* **Karate**
* **Swimming**
* **Hiking**
* **Computers (Software)**

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| **References** |

* **Ann-Marie Lall – 712-2193**
* **Ettelyn Caldero-Pollidore – 773-9593**