**Shanacqua Jamillia Gordon**

**Address: 186 A Parforce Road Bonne Aventure**

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

**Contact: +1(868)303-2420**

**Work Experience**

* Worked as sales clerk at Couva Rattans

DUTIES

1. Assist customers
2. Stock packaging

* Worked as a sales clerk at Gus Underground Unisex High Street San Fernando

DUTIES

1. Assist customers
2. Stock packaging
3. Cashing

* Worked as a kitchen attendant at Oh fudge Gulf City Mall

DUTIES

1. Preparation of food stuff in the kitchen
2. Clean up kitchen and front area after work
3. Pack fridge with drinks
4. Stock back items that are finish in the glass case in front

* Worked as a kitchen assistant at FunStation Gulf View

DUTIES

1. Open up the kitchen to show that is is open meaning putting on lights and switching on the open sign
2. turn on the deep fryers
3. do a stock check of the things that we started the morning with and what is left by the end of the day
4. wash dishes and clean up after

* Worked at Trinidad Tent Rentals Ltd as a Secretary

DUTIES

1. Open up the office
2. make phone calls
3. receive phone calls
4. make invoices
5. a little filing
6. handling money and logging it
7. doing up pay vouchers for workers
8. computer work

* Worked at the NP QUICKSHOPPE Gasparillo as a Cashier

DUTIES

1. Cash costumers
2. Greet costumers meaning( costumer friendly or costumer oriented )

**Education**

**Primary level:**

* **Gasparillo government primary school From-(2003-2010**

**Graduated as a school prefect and regular student.**

**Secondary level:**

* **Southern Academy of the SDA** From**-( 2010-2015)**

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| **SUBJECTS** | **GRADE** |
| Mathematics | **II** |
| English A | **II** |
| Physics. | **III** |
| Religious education | **III** |
| Information Technology | **III** |
| Biology | **III** |
| Principle of Business | **III** |

**Extra-Curricular activities**

* Photography
* Pathfinder

**Hobbies**

* Reading
* Dancing
* Singing
* Writing

**References:**

* Ghassan Haddeed (Manager) - 344-2286
* Mrs. Avette Allyne (Secondary Principal) - 657-8012