Lisa Husbands

43 Kenny Cyrus st enterprise chaguanas

1(868)476-8026

[Mshusbands@outlook.com](mailto:Mshusbands@outlook.com)

Date of birth: 01/03/1992

Objective

To get a rewarding and challenging position in your company

Relevant Skills

* Proficient at Microsoft window, Capable to use Microsoft office
* Outstanding communication skills both written an oral
* Great organizational skills, the ability to multitask
* Self-management skill

Employment

**2013-2014**

Customer sales & service specialist (inbound/outbound/csr)

Direcone Limited #74 Independence square Port of Spain

**2012-2013**

Book-Keeping /Payroll Clark

Horizon Glass Company

**2011-2012**

Customer service representative

Food shack Limited 7a George street Port of Spain

Education

**Mucurapo senior comprehensive school:**

2006-2008 CXC passes general Proficiency

History III, English III, Principles of business III.

**School of practical accounting:**

2008 Certificate in advanced practical accounting

**Course content**: introduction to accounts, finalization of accounts, practical book keeping, interpretation of accounts, vat, income tax, payroll

**Chaguanas Regional Life Centre:**

2010 Certificate in adolescent development programme

**Downers Educational Institute**:

CXC passes general proficiency

Human Social Biology III

**SSS SCHOOL OF KNOWLEDGE LIMITED**

CERTIFICATE IN:

Nurse’s Aide, Child Care, Geriatric Nursing

References

Available upon request