CHARMAINE M.S. ALEXIS

CURRICULUM VITAE

NAME: Charmaine Alexis

ADDRESS: Bldg 8 Apt 4-4 West Maloney Gardens D’abadie

TELE CONTACT: 316-8798 / 702-3996

E-MAIL ADDRESS: alexischarmaine7@gmail.com

D.O.B: 18th November 1981

CAREER OBJECTIVE: To achieve excellence in every task put before me

PURSUING: ABE Human Resource Management: Introduction to Business BSc General Nursing

EDUCATION: COSTAATT (ANAH): Jan 2016- Present

YTEPP Valencia TEA: Feb 2013-Aug 2013

YTEPP Maloney Vocational Center: July 2012-Dec 2012

Business & Technology Development Center: 2009-2011

Tranquillity Government Secondary: 1993-1998

QUALIFICATIONS:

NEC Certificate Level SUBJECT CYCLE GRADE

Patient Care Assistant 39 3

Child Care Attendant 38 3

Small Business Management 38 3

Alison Diploma Project Management (Awaiting certificate)

Nursing and Patient Care (Awaiting certificate)

ABE Certificate Level 4: Human Resource Management

Microsoft Office 2003 Office Suite: Literacy, Word, Excel, Power Point, Access

CXC O Level Clothing And Textiles 2

General Proficiency Office Administration 2

Principles Of Business 2

Social Studies 2

English A 3

Mathematics 3

JOB EXPERIENCE: Detour Gent’s Store July 2002-October2004

Customer Service Representative

Duties included: Inventory

Spin Too Win Private Members’ Club Feb 2005-May 2011

Customer Service Representative

Duties included: Cashier Data Entry

On The Job Training Programme March 2014- June 2016

C/o COSTAATT, El Dorado Campus

Clerical Assistant: Nursing Department

Duties included: Data Entry, Filing

INTERESTS: Reading , Cooking , Sports , Music , Sewing

PERSONAL STRENGTHS: Intelligent , Honest , Resourceful , Diligent

REFERENCES: Mr Russell Salcedo

Clinical Coordinator

COSTAATT, College of Nursing

Contact #: 730-8567

Mrs Lucy Guerra Ramroop

YTEPP Maloney Vocational Center Manager

Contact #: 642-8205

Mrs Summer Balloo

YTEPP Valencia TEA Skills Tutor

Contact#: 729-1549