

**Antonellia Baptiste La**

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**Rode**

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# Objectives

Always honest and hard working. A fast learner thus making myself a valuable asset to your company. Always be the best I can be at whatever I do.

# Experience

Customer Service Representative 14 Feb 2011- 31 March 2015

TSTT/Blink Vigilance

Schedulingof appointments for repairs

Liaise with the technicians while they are at the repair or installation

To collect and record all customers’ information, ensuring that their needs met and satisfaction attained

Filing

Replenishingstock for technicians

Updating and generating reports

Accounting Assistant Feb 2008- Jan 2009

On Job Training (OJT) Office, MSTTE Jan 2010-Jan 2011

Entered and made appropriate changes to trainees’ data

Constructed monthly pay sheets using windows excel

Filing

Store Clerk, Cashier and Assistant MerchandiserOct 2006- Dec 2007

Kidsworld Ltd

Pricing goods

Stocking shelves

Cashing

Packing goods for distribution

Store Clerk Aug- Sep 2005

Keith Khan Book Etc.

Assisted customers with their needs

Stocking shelves

## Education

Certified Accounting Technician (3 papers) 2007/2008

UWI School of Continuing Studies

CXC / GCE A’Levels (3 passes) 2006

Polytechnic Sixth Form Government

CXC / GCE O’Levels (5 passes) 2004

Diego Martin Finishing School

CXC O’Levels- (3 passes) 2003

Gasparillo Composite School

## References

Marcus Young - Accountant at OJT Office 728-4792

Parveen Pierre- General Manager at AAC Enterprises & Transport Ltd 749-1639/290-1639