**Apt 2-8 BLGD D**

**Paradise Heights**

**Morvant**

**Contact #: 340-9701**

[**quashieshinelle04@gmail.com**](mailto:quashieshinelle04@gmail.com)

**SHINELLE ATTINA QUASHIE \_\_\_ \_\_\_\_**

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| **Objective:** | **To ensure all duties assigned to me within any capacity of any job, be effectively and efficiently executed. To always strive for team excellence, ensuring all parties are satisfied and contented. To develop my skills and increase my knowledge wherever possible, ultimately imparting and sharing to the benefit of all** |
| **Work Experience** | **Resin Converters Limited**  **Frederick Settlement, Caroni**  **February 06th 2016 to October 04th 2016**  **Factory Worker**  **Responsibilities**   * Inspect finished products to ensure that they conform to quality standards and isolate any non-conformed or damaged items. * Reporting more serious machinery problems to line manager or a technician sorting out any problems with the production line so bottling is not held up.   **CALCO LIMITED**  **The Curry Shop**  **Long Circular Mall**  **April 26th 2015 – August 2015**  **Team member**  **Responsibilities**   * Enter purchases into cash register to calculate total purchase price. * Accept cash, bank cards for payment, complete cheques and bank cards transactions according to establishment procedures. * Count money, give change and issue receipts for funds received. * Maintain sufficient amount of change in draw. * Balances cash draw * Train new cashier * Assist, serve and greet customers * Keep register area neat and stock necessary supplies.   **LINDA’s BAKERY**  **Independence Square, Port of Spain**  **November 2012 – March 06th 2015**  **Sales Associate**  **Responsibilities**   * Responsibilities Enter purchases into cash register to calculate total purchase price. * Accept cash, bank cards for payment, complete cheques and bank cards transactions according to establishment procedures. * Count money, give change and issue receipts for funds received. * Maintain sufficient amount of change in draw. * Balances cash draw * Train new cashier * Assist, serve and greet customers * Keep register area neat and stock necessary supplies. |
|  | **VICAR ENTERPRISES LIMITED**  **#12 Stanmore Avenue, Port of Spain**  **April 2011 – August 2012**  **Clerical Assistant**  **Responsibilities**   * Typing up memos * Filing documents * Assisting in accounting department with enters on expenses * Answering the phone and assisting customers * Receive and Logging Receive all incoming/outgoing correspondence and documents, ensuring all incoming mail are delivered. |
|  | **OFFICE OF THE ATTORNEY GENERAL**  **St. Vincent Street, Port of Spain**  **February 2010 – December 2010**  **On the Job Training (OJT) - Clerical Assistant**  **Responsibilities:-**   * Typing up memos and minutes * Preparing minutes of meeting * Filing documents * Following up on outstanding matters relating to letters received * Receiving all message on behalf of staff and managers * Assisting in faxing documents to other Ministries on staff pay records * Receive all incoming/outgoing correspondence and documents, ensuring all incoming mail are delivered. * Assist senior management with their correspondence when received * Preparing vacation and sick leave forms * Typing approval letters for vacation and sick leave * Balance all monies received |
|  | **CENTRAL STATISTICAL OFFICE**  **#80 Independence Square, Port of Spain**  **November 2008 – August 2009**  **Temporary Clerical Assistant**  **Responsibilities:-**   * Filing documents * Preparing Pay Records Cards * Preparing Pension and Leave forms * Updating employees pay record cards * Distributing cheques * Assisted in filing and preparing documents for Pension and Leave Officer * Attending to the inquires and providing the necessary information to the customers * Updating the computer database by data entry * Compiling office records and updating the files * Photocopying necessary documents and filing them properly * Telecommunication activities like answering calls, transferring calls to the right person or to the right department and taking distributing messages * Typing letter and replies for all inquires made |
|  | **CENTRAL STATISTICAL OFFICE**  **#80 Independence Square, Port of Spain**  **November 2007 – November 2008**  **On The Job Training (OJT)- Clerical Assistant**  **Responsibilities:-**   * Filing documents * Preparing Pay Records Cards * Preparing Pension and Leave forms * Updating employees pay record cards * Distributing cheques * Assisted in filing and preparing documents for Pension and Leave Officer * Attending to the inquires and providing the necessary information to the customers * Updating the computer database by data entry * Compiling office records and updating the files * Photocopying necessary documents and filing them properly * Telecommunication activities like answering calls, transferring calls to the right person or to the right department and taking distributing messages * Typing letter and replies for all inquires made |
| **EDUCATION** | **ST. CHARLES HIGH SCHOOL 2002 – 2007**  **CXC Passes**  **English - III**  **Social Studies - III**  **Office Administration - III**  **Principles of Accounts – III**  **Mathematics - III** |
| **Interests** | Reading, Playing netball, Meeting people, Swimming |
| **References** | **Mr. Richard Saunders**  **Campus Register**  **UWI – St. Augustine**  Cell - [(868) 678-2343](tel:%28868%29%20678-2343)  **Mr Vernie Castillo**  **Pension and leave Office/ Retired officer**  **Central Statistical Office**  Home: (868) 667-2624  Cell: (868) 710-5151 or (868) 301-3223 |