# 6 Noel Trace, **St Augustine**.

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***Objective***

***To be successful in everything that I do so I can move to a higher level of success, while using my skills in the best way for achieving the company’s goals.***

***Summary:***

Gender: Female

Nationality: Trinidadian

Date of Birth: September 15th, 1985

About me: I am a very hardworking individual who works well both independently and with others.

I have a persistent and positive attitude in the workplace

I am a fast learner while always willing and ready to learn new things that will enhance my abilities for future references.

***Educational Background:***

2001-2003 Mucurapo Senior Comprehensive School Graduate

1998-2001 Mucurapo Junior Secondary School Graduate

1990-1998 Attended and Graduate of Eastern Girls Government Primary School

***Employment History:***

***Cashier Massy Stores St Ann’s***

***Responsibilities*** *Greet customers as they arrive at the store and provide them with information about products and/or services.*

*Respond to customers’ complaints and resolve their issues*

*Take payment in exchange of items sold.*

*Perform the duties of customer service representative when required.*

***Bakery Attendant*** ***Pricesmart Movie Towne Port-of-Spain***.

***Responsibilities*** *Preparing, baking, packaging, pricing, and merchandising cakes, pies, rolls, muffins, breads and other baked goods.*

*Inform customers about bakery products and services and often ask customers to try samples of bakery products as a way to increase sales.*

***Cleaner*** ***Zen Night Club***

***Responsibilities*** *Make sure that the following areas are clean:*

*Bars, carpets, seating, dance floors, chill-out rooms, DJ areas, Toilets, cloakrooms, kitchens, general displays, separators and walls.*

***Water Park/Canteen Clerk*** ***Cascadia Hotel***

***Responsibilities*** *Food and drink preparation.*

*Takes and fills orders.*

*Cleans and sanitizes service area.*

*Opens and locks doors*

*Checks in ordered items*

*Takes inventory.*

*Close the cash register*.

***Security Officer*** ***Amalgamated Security Services Ltd***

***Responsibilities*** *Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.*

*Answer alarms and investigate disturbances.*

*Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.*

***Sales Clerk Pascal Bakery***

***Responsibilities*** Inform customers about bakery products and services and often ask customers.

Sets up advertising displays or arranges merchandise on counters or tables to promote sales***.***

Totals price and tax on merchandise purchased by customer, using paper and pencil, cash register, or calculator, to determine bill.

Accepts payment and makes change.

***Other Skills:***

***2006*** Attained a certificate as a**Certified Baker**at a Re- Training *Programme*(Bread, cakes and pastries)

**2013** Attained a certificate as a ***Level 1 Childcare Attendant*** atYtepp

**2013** Attained a certificate as an ***Micro Entrepreneur*** at Ytepp

**2014** Attained a certificate as a **Level 1 Patient Care Assistant** at Ytepp

***Hobbies:***

* Reading
* Creative Writing
* Cooking
* Meeting New People
* Interacting with Children

***References:***

**Miles Vernett**

Handyman

University Of Trinidad & Tobago

1-868-382-6531

***Kendell Belgrave***

Messenger 1

Ministry Of Public Utilities

1-868-740-9215