**Sharon Burton**

**Lp #7 Nelson Road Extension, Freeport, Trinidad and Tobago**

**798-1391**

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**Profile**

Dynamic and motivated individual in search of a fulfilling working experience to increase business knowledge and competence, in turn, adding value to the company.

**Skills**

Effective communication skills

Critical thinking and analysis

Computer Literacy

Impeccable interpersonal skills

Organizational Skills

Reliable and Dependable

Resourceful Team Player

Exceptional leadership skills

**Education**

**University of the Southern Caribbean, Maracas, St. Joseph.** (2013-Presently)

BSc Biology (Year 4)

**Miracle Ministries Pentecostal High School, Mc Bean, Couva.** (2008-2013)

CXC CSEC subjects:

Mathematics 2

English 2

Chemistry 3

Physics 2

Biology 2

Music 2

Geography 2

**Experience**

Nigel R. Khan (May 2013-June 2013)

*Roles and Responsibilities (not limited to the following)*

* Cashier
* Customer Service Representative
* Management of Store Cleanliness

Signature Drugs (June 2015-August 2015)

*Roles and Responsibilities (not limited to the following)*

* Cashier
* Inventory
* Customer Service Representative

**Volunteer Activities**

* Genesis Early Childhood Centre
  + Teacher’s Assistant
* BIONICs Youth Group
  + Secretary

**Extra-Curricular activities**

* Venture Scout (Scout Association of Trinidad and Tobago)
* Red Cross Cadet of Trinidad and Tobago
* Trinidad and Tobago Club (University Club)
  + Position- Outreach Coordinator