Siobhan Capiatha

Phone: 3975206| Email: capiathasiobhan@yahoo.com |

Address: LP 91 Le Platte Village, Maraval

# PROFESSIONAL SUMMARY

Reliable, self-motivated college student with CSEC qualifications. Excellent verbal (both writing and oral) and interpersonal skills that will be an asset to both commercial non-commercial settings. Has essential technological knowledge, specifically in the Microsoft Office suite.

# EDUCATION

College of Science, Technology and Applied Arts of Trinidad and Tobago

Associates Degree in Journalism and Public Relations Sept. 2015-present

Currently pursuing a AAS in Journalism and Public Relations

woodbrook government secondary school

*CSEC qualifications*

**SUBJECT GRADE** Sept 2008 – June 2012

Information Tech. 3

Biology 3

English A 3

Mathematics 3

Human and Social Biology 3

# EXPERIENCE

De Freitas Supermarket LTD

Office Assistant 2013 [6 months]

* Acted as initial point of contact for inquiries and requests.
* Demonstrated the ability to learn new organizational processes, workflows, policies and procedures with minimal ramp-up time.
* Managed stock records and spreadsheets that improved inventory management and reporting accuracy.

# NOTABLE SKILLS

* Impressive interpersonal skills, cooperates and works well with others.
* Computer Proficiency: In depth knowledge of Microsoft Office software.
* Excels at artistic/creative activities such as drawing, craft projects and interior design
* Ability to learn new software applications with little to no difficulty
* Communicate effectively with staff/executives – Effective verbal/written communication skills aimed at understanding customers’ needs and providing corresponding services
* Attention to detail, excellent planning, organizing and time management skills.REFERENCES

**Name –** Sushma Ramkhalawan

**Profession-** Teacher (Primary)

**Company name-** St. Catherine’s Girls’ AC School

**Address of Company-** 143 Duke St, Port-of-Spain

**Phone Contact-** 750-5902

**Name-**Nayahmka De Freitas

**Profession-**Assistant Manager

**Company Name-** De Freitas Supermarket Ltd

**Address of Company-** Lp # 57 Morne Coco Rd, Maraval

**Phone Contact-**629-7574