**Career Objectives**

To secure a position with a well substantiated organization with a stable environment that will lead to a lasting relationship in the field, which would then permit me to use my educational background, and experience and ability to work to assist the growth and development of the organization

**Work History**

|  |  |
| --- | --- |
| * Metal Industries Company Ltd.   2014-2016  Marketing Representative II   * Metal Industries Company Ltd 2011-2014 |  |

Administrative Assistant Trainee, Clerk I

Reporting to the Workshop Manager, clerical duties

* Intern at Metal Industries Company Ltd

2013

* **Eric Williams Medical Science Complex**  **June 2010-August 2010**

Paediatric Clinic

Administrative Assistant

Statistical reports, filing, Data entry

|  |  |
| --- | --- |
| * Cee-Jay’s Mini- Mart | 2009-2010 |
| Shop Attendant  Sales, Purchasing of Goods, Cashing, stock taking, issuing refunds, balancing cash register with receipts |  |

**Education**

|  |  |
| --- | --- |
| University of the Southern Caribbean, Maracas St. Joseph | 2009-2014 |

(BBA) Bachelors of Business Administration in Management

Cumulative University Gpa 3.27

**Bon Air High School, Arouca (CXC) 2004-2009**

Principles of Business I (Distinction)

Social Studies II (Two)

Mathematics III (Three)

English III (Three)

Principles of Accounts III (Three)

Spanish III (Three)

Biology III (Three)

**Certificates**

French Level I May-December 2015

Export Marketing May 2015

Quality Management May 2015

**Hobbies**

* Sports- Cricket, Swimming, Lawn tennis
* Outdoor- Hiking, Camping
* Other- Culinary arts and Reading

**Skills and Abilities**

* Ability to acclimatize to change and quickly acquire new technical skills
* responsible and resourceful employee

**Other**

* Assist in voluntary work at CEE JAY’S Auto by issuing sales and dealing with purchases and data entry as well as cash flow on Sundays
* Secretary of S.M.I.L.E a non-profit faith based Organization catered towards transforming the lives of teen parents and widows/widowers.
* Possess valid driver’s permit, Class 3 (Manual)

**References**

* Wendy Browne, Secretary, Princess Elizabeth Centre, Phone Number: (868)-625-0777
* Sherry-Lyn Legall, School of Business, University of the Southern Caribbean: (868)-662-2241 ext. 2903
* Conrad Duncan, Engineer, Metal Industries Company, Phone Number:(868)-799-5962