**Curriculum Vitae**

**Name: Nyomi Holder**

**Address: Upper Nile Street, Cocorite.**

**Mailing Address: Upper Nile Street, Cocorite.**

**Telephone: 1-868-308-6790**

**E-mail: holdernyomi@gmail.com**

**OBJECTIVE**

**To find a position that would lead to lasting work relationship and also enable me to use my natural ability to work with other people, utilize my skills and maximize training experience.**

**EDUCATION**

* Eastern Girls’ Government Primary School- 2003-2010
* St. Francois Girls’ College- 2010-2015
* School Of Business & Computer Science (SBCS) – 2015- Present
* ABE Business Management
* Introduction to Business Communication- **Grade C**
* Introduction to Quantitative Methods- **Grade C**
* Introduction to Management Information Systems- **Grade B**
* Introduction to Business- Currently pursing.

**CXC SUBJECTS**

* Caribbean History General- Grade IV
* English A General- Grade I
* English B General- Grade II
* Geography- Grade III
* Integrated Science- Grade II
* Mathematics- Grade III
* Principles Of Business- Grade I
* Spanish- Grade IV

**WORK EXPERIENCE**

* **Ministry of Rural Development and Local Government**

**Period**: December 2015- Present- OJT (Accounts Department)

Job requirements:

1. Prepare cheques (N.I.S and Board of Inland Revenue)
2. Prepare worksheets
3. Update pay record cards
4. Mark off cheques
5. Assist public and any other duties that was given.

### Director of Public Prosecutions

**Period**: July 2014 (World of Work Internship Program)

Job requirements:

1. Folio
2. Good communication and friendly service

**REFERENCES**

Annette O’Brien

Business Operations Assistant II

868-625-3016

Shermae Redman

Cleaner

868-345-5978