**Kayla Horne**

LP#76, Hillview Road, Upper Sixth Avenue, Barataria.

Cell-385-9196 Home-675-3623

kaylahorne91@yahoo.com

Date of birth: 29/03/1999

Professional Summary

I have very little work experience but I can assure you that I am driven, motivated, intelligent and enthusiast and given the opportunity I will not disappoint.

Skills

* Quick and creative problem solver Service-oriented
* Natural leader Strong work ethic
* Passion for customer satisfaction Computer Literate
* High energy Flexible schedule capability
* Quick learner Exceptional communication skills

Work History

August 2015, Cashier and Sales Clerk

S.Chang Variety Store, Charlotte Street, Port-of-Spain

* Assisted customers in selecting items based on needs.
* Assisted on sales floor as needed to maintain service standards.
* Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
* Completed all cleaning, stocking and organizing tasks in assigned sales area.
* Greeted customers in a timely fashion while quickly determining their needs.

April 2014, Intern

St. Ann’s Hospital

* Helped nurses in their daily activities.
* Observed the daily activities of the psychologists and psychiatrist.
* Dealt with patients one-on-one. Hospital

Education

St. François Girls’ College, St. François Valley Road, Belmont. Graduated, 2015.

Subjects Attained: Mathematics -Grade 2

English - Grade 1

English Literature – Grade 2

History- Grade 2

Integrated Science – Grade 2

French – Grade 2

Principle of Accounts – Grade 1

Principles of Business – Grade 1

References

Laurice Phillips, Lecturer. Cell: 492-0423

Godwin Eli, Army Officer. Cell: 298-0579

Kapri Gustav, Teacher. Cell: 326-9689