***Rachael Willliams***

#40A Leotaud Street,

San Fernando.

Telephone: (314- 9171) CELLULAR

(653-3527) HOME

Objective: To seek employment at your business establishment.

I attended Debe Secondary School at which I graduated at the fifth form level where I obtained the following in the CXC Examination:

|  |  |
| --- | --- |
| Subject | Grade |
| English Language | 1 |
| English Literature | 2 |
| Mathematics | 3 |
| Principles of Accounts | 3 |
| Office Administration | 2 |
| Principles of Business | 1 |
| Integrated Science | 2 |

Skills

\*Computer- can use a computer well and comfortable with Internet environments.

\*Communication and interpersonal skills - demonstrate sound oral and writing skills, interact well with people.

Work Experience:

June –September 2015 : Shelf Replenisher at JTA Supermarket Cross – Crossing

October 2015- October 2016- Clerical Assistant 1 at TECU CREDIT UNION MARABELLA

Extra- curricular activities include: Football (San Fernando football academy).

References:

* Reverend Mr. Roy Francis,

Nazareth African Methodist Episcopal Church Sunshine Avenue, San Juan/ Supervisor at Quality Security Bodyguard Service. (Telephone: 750-5668)

* Miss Rita Zamora – Ifill Retired Teacher ( Telephone: 653-2348)
* Mr. Philbert Alleng- Supervisor at Tecu Credit Union for Compliance Department (Telephone: 384-4080)