**Jameila Alexander**

#65 Manahambre Road

Ste. Madeleine

Via. San Fernando

371-7589 or 781-4931

meilz.blue1@gmail.com

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**ABOUT ME** I am a hard-working young woman and I can accomplish anything I put my mind to. I am a quick learner and work well under pressure. Due to my religion I cannot work after 6 on a Friday afternoon or on a Saturday. I can be an asset to your business because I am young vibrant and energetic and I learn from my mistakes and I get work done. I hope you consider me to be the newest member of your team and wish you all the best.

**DATE OF BIRTH** 1st June 1998

**EDUCATION**

- Southern Academy of SDA 2010 - 2015

- San Fernando Seventh-day Adventist Primary 2003 - 2010

- Star Child Learning Centre 2001 - 2003

**C.X.C.**

- Mathematics II

- English A II

- Human & Social Biology III

- Information Technology III

- Religious Instructions III

- Social-Studies III

- Biology III

**PERSUING** Early Childhood Care and Education at the University of Trinidad and Tobago Certificate level after which I am going to get my degree in it.

**SKILLS**

- Secretarial duties at Church

- Computer literate

**RELIGION**

- Seventh-day Adventist

**WORK** **EXPERIENCE**

- Villafana Investments

331-7635

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**REFERENCES**

**Mrs. Avette Allen**

Southern Academy of SDA

Principal

657-8012/6036

**Mrs. Colleen Browne- Schultz**

Guidance Counsellor

784-1011