**SHARMELA GANNESS**

**#30 House & Scheme, Bonasse Village, Cedros**

**Tel#: 690-1127~ Mobile #:482-5578 /365-7978~ Email:sganness33@gmail.com**

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**OBJECTIVE:**

To perform to the best of my ability in whatever position I am offered.

**EXPERIENCE:**

May 2003-July 2003 ***Youth Apprenticeship Programme in Agriculture(YAPA)***

***Position*** Trainee

August 2003-September 2004  ***Cedros Harmony Community***

***Position*** Part-Time Computer Tutor

January 2008 ***Point Fortin East Secondary School***

***Position*** Assistant CXC Supervisor

June 2008 ***Cedros Secondary School***

***Position*** Assistant CXC Supervisor

May 2009 ***Mr. Mickey Dindial (Attorney-At-Law)***

***Position*** Clerk

June 2009-July 2009 ***Life Skills Programme (OJT)***

***Position***  Trainee

September 2009-June 2012 ***On-The-Job Training Programme***

***Position***  Teacher Assistant

**QUALIFICATIONS:**

***Caribbean Examination Council Ordinary Level***

***Subjects Grades Proficiency Year***

Mathematics 1 General 2009

English A 111 General 2009

Principles of Accounts 11 General 2010

Social Studies 111 General 2010

Principles of Business 111 General 2001

Food and Nutrition 111 General 2001

**Certificate of Participation:**

***Cedros Harmony Community***

Computer Literacy: Basic Level & Advance Level

***Point Fortin National Energy Skills Centre (NESC)***

Computer Literacy Level 1 & Level 2

***Ministry of Agriculture, Land & Marine Resources***

Youth Apprenticeship Programme in Agriculture(YAPA)

**Certificate of Merit:**

***Point Fortin National Energy Skills Centre (NESC)***

Computer Literacy Level 2: Ms Word A

Ms Excel A

**EDUCATION:**

1988-1994 Cedros Government Primary School

1994-2000 Cedros Secondary School

2001 Cedros Harmony Community

2004-2005 Point Fortin National Energy Skills Centre(NESC)

2001,2009 & 2010 Cedros Secondary Continuation Classes

**SKILL COURSE:**

***Computer Literacy: Basic Level & Advance Level***

Ms Word,Ms Excel,Ms Access,Ms PowerPoint,Internet

***Computer Literacy Level 1***

Ms Word,Ms Excel,Ms Access,Ms PowerPoint

***Computer Literacy Level 2***

Ms Word,Ms Excel

***On-The-Job Training Programme(OJT)***

Clerical work,Library work,Classroom Supervision,Interaction with Teachers & Students

**HOBBIES/INTEREST:**

Meeting new people

Reading

Football

Surfing the Internet

**REFERENCES:**

***Mr. Robin Dassyne***

Teacher

Granville Village, Cedros.

Telephone#: 686-8733

***Mr. Harjoon Motilal***

Teacher

House & Scheme, Fullerton Village

Telephone#: 341-0311