# 11 Sea view

Cap-de-Ville

Point Fortin

Tel: Home 648-1972

Cell 6815569

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*JACQUELINE WILLIAMS*

*Date of Birth*: 11 – 04 – 65

*Religion:* Jehovah Witness

*OBJECTIVE*

*A position in a result – Oriented Organization that seeks an ambitious and career conscious person where acquired skills and education will be utilized toward continued growth and advancement.*

*CAPABILITIES*

*Have the ability to carry out programs under establish polices*

*The ability to stick to whatever project that needs to be accomplished*

*A positive and confident personality blended with strong work ethics*

*EMPLOYMENT SUMMARY*

*Telecommunication Services of Trinidad & Tobago*

*Blink Broadband, Richmond Street, Port of Spain*

*Field Sales Agent, July 2011 – October 2013*

* *Soliciting customer for the sale of Blink broadband Internet*
* *Filling out application forms*
* *Doing follow up on customers*
* *Assisting customers with their query*

*Sales Ambassador, February 2014- September 2014*

* *Soliciting customer for the sale of Blink Broadband Services*

*Anthony Mitchell, General Contractor,*

*E’ Street Extension, Fanny Village, Point Fortin*

*Assistant Secretary {Temporary}, May - June 2005*

*September 2005 - December 2005*

*Answering the Telephone, Filing, Bookkeeping*

*Ministry of finance, Board of Inland Revenue,*

*Queen and Edward /street, Port of Spain*

*Assistant Clerk {Temporary}, July – December 2004*

*Statement Schedule – Gratuity / Pension cases*

*- Advising Taxpayers of Procedure*

*- Recording Incoming Statement of Indebtedness*

*QUALIFICATIONS*

*C.X.C General Ordinary Level*

*Principles of Accounts 11*

*Principles of Business 11*

*Office Procedure 11*

*Social Studies 11*

*English A 11*

*Mathematics 11*

*Certificate of participation in Computer Literacy*

*Certificate of participation in Housing and Population*

*Census 2000*

*Ministry of community Development & Gender Affairs – Women in Harmony Programme:*

*Certificate of Achievement - Agriculture*

*RBTT ROYTEC – American Management Association:*

*Diploma in Management for Administrative Professionals*

*National Examination Council for Technical & Vocational Education & Training (NEC)*

*Certificate of Acquired Competencies – Level 1 Typing*

*HOBBIES*: *Reading, Meeting people, and Basketball*

*REFERENCES:*

*Michelle King*

*Sales Coordinator, Broadband & Data Services*

*Tel: 7419703*

*Henderson George*

*Retired Teacher*

*Lp 86 Francis Lane*

*Hollywood Rd*

*Fanny Village*

*Tel: 6484333, 7318202*

*Anthony Mitchell*

*General Contractor*

*Chatham Village*

*Tel: 648-5876, 7680927*