Gabriella Phillip

Address: LP#50 Faustin Trace, Morne Coco Road, Maraval.

Email: [gabriella\_phillip@live.com](mailto:gabriella_phillip@live.com)

Telephone: 629-8465 or 303-4406

**EDUCATION:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                2013- 2015 Sixth Form Government Secondary**

St James

**2007-2012                        Holy Name Convent**

                                          Port of Spain

|  |  |
| --- | --- |
| Subject | Grade |
| Mathematics | 1 |
| English Language | 1 |
| Food and Nutrition | 1 |
| English Literature | 2 |
| Spanish | 2 |
| Biology | 2 |
| Chemistry | 2 |
| Geography | 2 |
| Physics | 3 |

 **2000-2007**                     **St. Francis’s Girls’ R.C School**

Belmont

**Experience**

* **Telecommunication Services of Trinidad and Tobago ( TSTT)**
* Sales Service Representative for Blink Vigilance Products.
* Responsible for calling customers, informing them of the available products and giving them the option to purchase the product via telephone.
* **Republic Bank Limited**
* Teller in the Cash Processing Centre
* Responsible for ensuring that the money was properly banded and accurate in amount before it was sent to treasury.
* Clerk in the Support Department
* Responsible for writing managers cheques, account transactions such as credits and debits, also communicating with clients on the telephone about account enquiries, confirmation of cheques and account transfers.
* **Ishmael M Khan Limited**
* Sales Clerk
* Responsible for assisting customers to locate novels and communicating with customers on the telephone.

**Activities**

* Assistant Patrol Leader -9th Port of Spain Venture Scout Group -Ensures that the cub scouts and scouts are properly trained in the Scouts program.
* Youth leader -Gentle Doves for Jesus (Our Lady of Lourdes Parish Maraval) -Responsible for preparing children between the ages of five and eight for First Communion Class by introducing them to the foundation of the Roman Catholic faith
* Member-Youth for Christ Our Lady of Lourdes Parish Maraval

**Skills**

Computer literacy

Communication

Negotiation

**Hobbies**

Reading

Hiking

Swimming

Hockey

**References**

**Mrs. Nicole Romany**

Coordinator

Early Childhood Care and Education

University of The West Indies

377-4243

**Ms. Nichell Richardson**

Principal Primary

La Fillette R.C School

325-7864