**ALLISHA RUSH**

**#223 Francis Lane, Hollywood,**

**Point Fortin**

[**allisharush@hotmail.com**](mailto:allisharush@hotmail.com)

**333-6618**

**Date of Birth:** 3rd August, 1991

**Objective:** To obtain a position that will enable me to use my strong organizational skills, educational background and my ability to work well with people.

**Achievement**

* Awarded Merit Card – Good effort and improved studies – Holy Name Convent Secondary School Point Fortin – 2008
* Awarded Merit Card – Good effort and improved studies – Holy Name Convent Secondary School Point Fortin – 2009
* Awarded a merit badge - Excellence in discipline and studies Holy Name Convent Secondary School Point Fortin - 2009.

**Education:**

**University of Southern Caribbean (USC) 2012-2016**

* BSc Behavioural Sciences

**Fyzabad Secondary School 2009-2011**

***Caribbean Advanced Proficiency Examination (CAPE)***

* Environmental Science Level 1& 2
* Information Technology Level 1& 2
* Caribbean Studies
* Communication

**Holy Name Convent Point Fortin 2004-2009**

***Caribbean Secondary Examination Council (CSEC)***

* Electronic Document Preparation Management
* Office Administration
* Social Studies
* Theatre Arts
* Mathematics
* English A
* Spanish
* Biology

**Experience:**

**Anthony Mitchell General Contractors Ltd.**  **2015-2015**

**Clerk**

*Duties include:*

* Perform basic bookkeeping duties.
* Prepare estimates for customers
* Build database.

**Superb Caterers**  **2014-2014**

**Waitress**

*Duties include:*

* Deliver food and beverages in a timely manner
* Deliver guest bills and thank them for dining.
* Lay tables and work with other servers and be a team player.

**Rupert’s Auto Bodyworks & Muffler Repairs**  **2012-2013**

**Clerk**

*Duties include:*

* Preparing customers’ bills
* Prepare estimate for customers etc
* Typing and filing required information etc.

Hobbies:

Netball, football, basketball, reading

References:

Anthony Mitchell Kesha Richards-Huggins

Entrepreneur Teacher

370-0841 324-2198