SHARON ALANA JONES

St Mary’s Village South

Oropouche Bye Pass Road

PHONE #1-868-317-5036 or 1-868-718-8910

Email Address [lovelyalana@hotmail.com](mailto:lovelyalana@hotmail.com)

OBJECTIVE: To obtain a position that requires a collaboration of knowledge, experience, expertise, qualification and tactfulness in the coordination of activities.

Date of Birth: 15th April 1987

Marital Status: Single

Education:

CXC O Level (2009-2011), St Kevin’s Community College

: Mathematics

: Human and Social Biology

CXC O Level (2002-2004), San Fernando Senior Comprehensive School

: English

: Social Studies

: Spanish

(1999-2002) Siparia Junior Secondary School

NCSE Courses Completed Basic Level

: Computer Literacy

: Computer Programming

FULCK NUTEC LTD

FIREWATCHER : Role and Responsibilities.

: Identification of different fire type.

: Fire Fighting Equipment awareness with practical training.

: Identify and mitigate various hazards before, during and after hot work operations.

: Ensure permitting requirements are met prior to commencement of hot work.

: Method of communication.

SAFETY VILLAGE (2009-2011)

ATLANTIC L.N.G

Company DUMUS LTD

: Fatigue and Stress Management

: Hot Work

: N 2 Argon Awareness

: HITRA.

: Energy Isolation

: Work at Heights.

: Confined Space Rigging.

: Manual Handling

: Hazcom.

WORK EXPERIENCE

Telephone Operator / Dispatcher (2013 – pleasantly)

Auto Assist LTD

#3 Canaan Road La-Romaine

-Reporting any emergency roadside incident.

-Dispatching any available wrecker to the site.

-Keeping in contact with the client until wrecker or any emergency personnel arrive.

-Updating any and all incident and accident reported to us by a client to our records.

Confined Space Attendant (2012)

DAMUS LTD

South Trunk Road La-Romaine

-Checking and recording monitoring of confine space for gas.

-Recording of authorize personnel upon entry and departure on confined space.

-Ensuring barricading is in its place at termination of work accordingly

- Method of communication

-House keeping.

FIREWATCHER (2012)

DAMUS LTD

South Trunk Road La-Romaine

- Identification of different fire type.

- Fire Fighting Equipment awareness.

-Ensuring permitting requirements are met prior to commencement of hot work.

- Method of communication.

Bartender / Cashier (2011-2012)

Day’s Inn Bar & Lounge

Carlton Lane San Fernando

-Ensure to meet all the customer’s needs.

-Assist customers in the process of selecting merchandise in a warm &professional

Manner

-Upholds the company image at all time while on duty, through proper grooming and

Professional behavior.

Cashier / Waitress (2010-2011)

PRIVE~ Bistro LTD

South Trunk Road San Fernando

- Ensure to meet all the customer’s needs

- Assist customers in the process of selecting merchandise in a warm &professional

Manner

- Upholds the company image at all time while on duty, through proper grooming and

Professional behavior.

-Perform any other duties which contribute to the success to the company.

C/S/R-Customer Service Representative (2009-2010)

TROPI IMAGE LTD

# 27 Century Drive, Macoya

-Provide warn and courteous customer service consistently.

-Contributes ideas towards improving the display or merchandising efforts within the

Company.

-Receives customer complaint with respect, referring the matter to the branch

manager or supervisor.

-Meet and exceeds sales targets daily.

FIREWATCHER (2009)

DAMUS LTD

South Trunk Road La-Romaine

- Identification of different fire type.

- Fire Fighting Equipment awareness.

-Ensuring permitting requirements are met prior to commencement of hot work.

- Method of communication

Terminal Clerk (2007-2009) arcelor mittal point lisas

RRI-O-TEC LTD

#131 Southgate Road, Freeport

-Prepared Reports

-Observed and analyzed activities

-Maintained excellent communication skills.

-Kept stock of cargo received and dispatched.

Office Clerk (2007)

Unemployment Relief Programme

Guapo Road Fyzabad

-Maintained files and records.

-Prepared letters.

-Managed office activities.

Dispatcher (2006-2007) arcelor mittal point lisas

John-Williams CO-LTD

Green Land Drive

Point Lisas Industrial Estate

-Received and assembled cargo

-Ship and Warehouse in accurate quantities

-Maintained effective records system.

Dispatcher (2005-2006) arcelor mittal point lisas

Paramount Transport and Trading Company

Marabella

-Received and assembled cargo

-Ship and Warehouse in accurate quantities

-Maintained effective records system.

Dispatcher (2005) arcelor mittal point lisas

ROTIV LTD-CO

Point Lisas Industrial Estate

-Received and assembled cargo

-Ship and Warehouse in accurate quantities

-Maintained effective records system

Hobbies

-Singing

-Cosmetology

-Meeting and interacting with new people

Reference:

Rohan Singh

#28 Siparia Old Road Avocat Village Fyzabad

(P.T.S.C operator )

Phone #1-868-726-8028 or 1-868-382-5250

Anita Hinds

Pierre Street, West California

(Assistant Manager at COURTS LTD)

Phone #1-868-474-9957 or 1-868-386-4516