**PERSONAL INFORMATION**

Age: 22

Date of Birth: November, 27th, 1994

Sex: Female

**EDUCATION**

St. Augustine Secondary School 2013

* English A 3
* Social Studies 3
* Principles Of Business 3

**Work Experience**

Geotech Associates Limited June 1st 2012 - August 31 st2012

Secretary

* Answering telephone and dispatching calls to relevant persons
* File, scan, copy , fax and mail correspondences
* Recording data on computer
* Types letters proposals and invoices

Pizza Boys September 2013- December 2013

* Customer Service
* Multitasking Skills
* Communicating Skills

Digicel August 1st 2014 - October 10 TH 2015

* Multitasking
* Computer literate
* Team oriented
* Product Knowledge

Mandy (clothing store) January 2016 - August 2016

* Customer Representative

Cost Cutters Grocery August 2016 - January 2017

* Cashier

**RECOMMENDATIONS**

Joy Findley

Office Manager

735-4906

Nellene Pierre

Accountant

346-8490