Victoria Paria

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Objective

To be able to gain knowledge and experience of a day-to-day working environment.

Education

* **The University of the West Indies**  2013- present

Pursuing Bachelors of Science in Management Studies.

* **El Dorado East Secondary School**  2006-2013

CAPE – 2013

Management of Business Grade 1

Communication Studies Grade 2

Caribbean Studies Grade 3

Economics Grade 3

Sociology Grade 4

CSEC- 2011 General

English Grade 1

Mathematics Grade 2

Principles of Business Grade 2

Principles of Accounts Grade 2

Caribbean History Grade 2

Human and Social Biology Grade 2

Spanish Grade 3

Experience

* Clerical Assistant at National Library and Information System (NALIS) - June 2015 Vacation Internship
* Performed circulation desk duties of including issuing library cards, checking collection materials in and out, collecting fines and handling complaints.
* Reserved books and materials.
* Assisted library patrons in use of library materials.
* Assisted with library programs and displays.
* Store clerk at Supervalue Home Centre - December 2012
* Maintain and restock inventory.
* Provide customer service.

Skills

* Experience in retail.
* Experience in customer service.
* Researching skills.

References

1. Vince Legere
2. Suresh Rambahal

References available upon request.