‍‍Kimberly Matthews-Lee

498 Righteous Lane, Pinto Road, Arima | 294-7743 |

OBJECTIVE

My objective is to obtain a position within a progressive and exciting organization with clear vision and an affinity for innovative and creative strategies.

**SKILLS**

* Excellent written and oral skills
* Ability to communicate clearly, appropriately and effectively on various levels
* Positive and encouraging personality
* Quick thinker and problem solver under pressure
* Known for working well with little/ no supervision
* Honest
* Reliable

**EXPERIENCE**

Supervisor/ Cook/ Cashier | Mema’s Delights | January 2013- Present

* Prepare food that is consistent with the standards already set
* Problem solving for prospective students
* Creation and marketing of promotions and funds- raising activities
* Mediator between customers and cook
* Collect and balance money at the end of the night

General Worker/ Supervisor of Cosmetics Section | Sinanan’s Drugs | January 2010- January 2013

* Assist in receiving and shelving new products
* Liaise with management concerning inventory of existing brands
* Advertise and encourage customers to try existing and new brands provided by the Pharmacy
* Assist in the data collection concerning customer’s use and familiarity of certain brands
* Provide a smooth transition for customers from Cosmetics to Cashier

Self-Employed Hairdresser |  | 2008- Present

* Market promotions and discounts available
* Maintain contact with customers to ensure satisfaction and remind them of appointments
* Skilfully recreate hairstyles that customers desire as seen on various media
* Monitor inventory of necessary products
* Communicate clearly with clients

**EDUCATION**

Nursing and Geriatric Course |  | 2015

* Completed course and received certification
* Worked in a Home as part of an intensive two- week Internship

Mucurapo Senior Comprehensive School| 1998- 2000|

‘o’ Level passes: English Language, Principles of Business

**OTHER INTERESTS:**

* Cosmetology
* Singing

**REFERENCES**

**Available on request**