KELONNA RICHARDS

08 BOWEN PATINO HEIGHTS, CAP DE VLLE,

POINT FORTIN

Tel. # 320 -1792 \ 223 - 0232

**OBJECTIVE:**

**A strong team player exceptionally self-motivated with good interpersonal and communication skills. An avid worker aspiring for greater development and employer’s satisfaction.**

**EDUCATIONAL BACKGROUND:**

POINT FORTIN EAST SECONDARY 2005 – 2010

TRINZUELA COLLEGE & VOCATIONAL CENTRE

**QUALIFICATIONS: CXC O’LEVELS**

**SUBJECTS:**

* ELECTRONIC DOCUMENT PREPARATION AND MANAGEMENT I
* ENGLISH III
* MATHEMATICS III
* OFFICE ADMINISTRATION II
* PRINCIPLES OF ACCOUNTS II
* PRINCIPLES OF BUSINESS III

**OTHERS:**

* OCCUPATIONAL HEALTH AND SAFETY (AWAITING CERTIFICATE)
* FIREWATCH

**JOB EXPERIENCE:**

POINT FORTIN AREA HOSPITAL

TEL. # 648 – O598

DEC 2014 – DEC 2015

**POSITION: CUSTOMER SERVICE REPRESENTATIVE**

HI LO FOOD STORES

NOV 2013 – FED 2014

**POSITION: CASHIER**

PERSADS INVESTMENT

AUG 2014 – DEC 2014

**POSITION: CASHIER**

POINT FORTIN HEALTH CENTRE (OJT)

16TH APR 2011 – 16TH APR 2013

**POSITION: RECEPTIONIST/ CLERICAL ASSISTANT**

FEROZA SHOPPING CENTRE

SEASONAL

**POSITION: SALES CLERK**

**HOBBIES:**

FOOTBALL

SOCIALISING

**REFERENCES**:

* MRS. THERESA FREDRICK

TEL. # 684 – 2912

**OCCUPATION: TEACHER**

* MR. KEVON JOSEPH

TEL. # CEL.779 - 6782 OFFICE # 648 - 0598

**OCCUPATION: QUALITY CO-ORDINATOR (SUPERVISOR)**