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| adreana bridgewater | | |
| **adDress**:#49 C SOOMAI TRACE,CAP-DE-VILLE, POINT FORTIN, **PHONE NUMBER**:322-5029,  **email address**: adreanabridgewater13@hotmail.com  **Objective** | | |
| To obtain a training position that utilizes my qualifications and provides more experience in the world of business. | | |
| **Experience**  18/07/2016 To 30/12/16 **Perfection services ltd.** Labidco LA Brea  Administrative assistant   * Filing, typing letters, memorandums, invoices, certificates, incoming and outgoing messages, telephone calls, minutes,weekly reports, attendance records, leave forms.   07/01/2014 TO 30/06/2015 **CAP-DE-VILLE ECCE** CAP-DE-VILLE, POINT FORTIN  CLERICAL ASSISTANT   * Typing up letters, dealing with registration and filing. Also helping out with the kids and responsibilities of the school.   5/11/2012 TO 2013 JAN 2014 **SANTA FLORA GOVERNMENT ECCE** *Santa flora*  CLERICAL ASSISTANT   * Typing up letters, dealing with registration and filing. Also helping out with the kids and responsibilities of the school. | | |
| 4/16/2012 to 5/3/2012 | **Alpha’s daycare & Pre-school** | WARDEN ROAD, POINT FORTIN |
| ASSISTANT TEACHER   * Teaching kids how to interact and testing their knowledge and understanding on basic work | | |
| 8/16/2010 to 12/31/2010 | **FEROZA’S FURNITURE & APPLIANCE STORE** | POINT FORTIN |
| sales attendant   * Writing bills, packing and attending to customers | | |
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| **Education** | | |
| 2009-2011 **FYZABAD SECONDARY SCHOOL**  MANAGEMENT OF BUSINESS IV  ENVIRONMENTAL SCIENCE V  CARIBBEAN STUDIES V  COMMUNICATION STUDIES IV  ECONOMICS IV  2004-2009  **VESSIGNY SECONDARY SCHOOL**  ENGLISH III  MATHEMATICS III  PRINCIPLES OF ACCOUNTS III  INTEGRATED SCIENCE II  OFFICE ADMINISTRATION I  PRINCIPLES OF BUSINESS I |  |  |
|  | | |
| **References** |  |  |
| ALLISON KHAN 648-3584/778-5211  PASTOR  CAP-DE-VILLE, POINT FORTIN  SHAY SUTHERLAND 708-2150  Senior Operator  CAP-DE-VILLE,POINT FORTIN | | |
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