Chere Kaya Landeau

#55 Fitz Allen Street, Pt. Cumana, Carenage

Trinidad & Tobago, West Indies

Tel: (868) 393-2533

(868) 276-4030

(868) 774-5105

E-mail: cherelandeau@gmail.com

PROFILE:

Young hardworking individual experienced in customer service, accompanied with the ability to adapt to new situations and environments. Dynamic and diligent, team player with a thirst for knowledge and willingness to learn.

CAREER OBJECTIVE:

To obtain a challenging position within your organization which would grant me the opportunity to increase my practical knowledge and experience whilst meeting the company’s goals.

PROFESSIONAL EXPERIENCE:

August- December 2016

E Couriers Ltd- Temporary Customer Service Representative

- Updating Account Records

- General Clerical Duties

- Daily Reporting on Specific Accounts

2014- 2016

Maraj & Sons Jewellers- Pawn Shop Clerk

Customer Service

Book Keeping

Updating Account Records

General Clerical Duties

2012- 2013 (part-time)

Maraj & Sons Jewellers- Store Clerk

Customer Service Representative

Book Keeping

Updating Records (Police Books et cetera)

Invoicing

2012 (August)

Ministry of Gender, Youth and Child Development Camp (VYBE) - Tutor

Assistant Coordination

Mentoring

Facilitating

EDUCATION:

St. Anthony’s College 2012-2013

El Dorado West Secondary 2006-2012

St. Finbar’s Girls RC 1999-2006

QUALIFICATIONS:

(CXC) CAPE Results (Unit 1) 2012

Communication Studies Advanced Proficiency Two (II)

Sociology Advanced Proficiency Three (III)

Environmental Science Advanced Proficiency Five (V)

(CXC) CSEC Results 2011

English A General Proficiency One (I)

English B General Proficiency One (I)

History General Proficiency Two (II)

Spanish General Proficiency Three (III)

Biology General Proficiency Three (III)

Principles of Accounts General Proficiency Three (III)

Mathematics General Proficiency Three (III)

EXTRA CURRICULAR ACTIVITIES:

Point Cumana Youth Group

Student Council of St. Anthony’s College (Former Head of Committees)

HOBBIES:

Reading

Socializing

Swimming

Sign Language

Mentoring

REFERENCES:

Mr. Makeal Seechan (868) 288-2123

Police Officer,

Trinidad and Tobago Police Service

Mr. Brendon Munroe (868) 680-8187

Cellular Systems Technician,

Telecommunication Services of Trinidad and Tobago

Ms. Marion Sammy (868) 640-6237

Retired Flight Dispatcher, (868) 707-5339

Caribbean Airlines Limited

Mr. Christopher Foderingham-Garraway (868) 333-9730

Attorney-At-Law,

LEX Caribbean

May 23, 2016