**La Toya Leston**-**Williams**

**#17 Second Avenue,**

**Maraj Lands**

**Marabella**

**(868) 326-5717**

**(868) 476-8375**

[**latoyaleston27@hotmail.com**](mailto:latoyaleston27@hotmail.com)

A highly energetic, personable and results oriented professional with outstanding customer- service skills. I’m able to adapt to any work environment with the skills and initiative to take any company to the next level.

**Professional Experience**

**TRINIDAD AND TOBAGO UNIT TRUST CORPORATION- May 2015- February 2016**

**SAN FERNANDO**

***Data Entry Assistant***

* Responsible for processing wire transfers, fast deposits, ATMs deposits and adjustments to customer's account
* Responsible for preparing, sorting and distribution of cheques.
* Answering phones, taking requests and giving information to customers.
* Providing excellent customer service.

**UNICOMER TRINIDAD LTD - April 2013- May 2015**

**SAN FERNANDO**

***Business Development Representative***

* Responsible for soliciting and
* interviewing  applicants for loans and processing their documents
* Providing excellent customer service and external marketing
* Dealing with customer complaints and queries in a timely manner
* Developing ways to promote all new business ventures of the company

**ISLAND FINANCE TRINIDAD LIMITED- May 2012- April 2013**

**SAN FERNANDO**

***Branch Sales Representative***

* Responsible for interviewing  applicants for loans and processing their documents
* Cashing functions and other administrative duties
* Providing excellent customer service and external marketing

**KENSCOTT LIMITED - April 2011-July 2011**

**POINT-A-PIERRE**

***Assistant Events Coordinator***

* Responsiblefor booking and organising events for Petrotrin
* Supervising staff to ensure their duties are carried out
* Assisting with administrative duties when necessary

**COURTS TRINIDAD LTD (UNICOMER) - July 2007-October 2010**

**MARABELLA**

***Cashier/ Customer Service Representative***

* Responsible for meeting and surpassing sales quota
* Responsible for accurately paying out and receiving money
* Keeping records of past customers for future reference
* Provided excellent customer service

**SAINSBURY SUPERMARKET - May 2005- July 2006**

**ENGLAND**

***Supervisor/ Staff Trainer/ Customer Service Representative***

* Responsible for meeting and surpassing sales quota
* Provided technical support to both staff and management
* Training and development of newly recruited staff
* Provided excellent customer service

**CARA SUITES HOTEL -     July 2003- Dec 2003**

**CLAXTON BAY**

***WAITRESS***

* Provided Customer Service to all guest
* Prepped and waited tables
* Took accurate orders and passed it to the relevant staff

**JTA SUPERMARKET - Sep 2002- Apr 2003**

***Cashier***

* Responsible for accurately paying out and receiving money
* Delivering excellent customer service
* Assisting in other duties when necessary

**Education**

SERVOL LIFE CENTRE                                                                                      APRIL2004- SEP 2004

MARABELLA SENIOR COMPREHENSIVE                                                      SEP 2000- JULY 2002

COUVA JUNIOR SECONDARY                                                                         SEP 1997- JULY 2000

***Caribbean Examination Council***

* Maths                                              111
* English                                             1
* Chemistry                                       111
* Biology                                            111
* Agricultural Science                      111

***General Certificate of Examination***

* Human and Social Biology             B

***School of Business and Computer Science***

* Certificate in Supervisory Management

**Computer Literacy**

**References**

Donna Caraballo

***Teacher***

Edinburgh Primary School

(868) 370-7713   

Sandra John

**Administrator**     
Unicomer Trinidad Limited

(868) 658-5773

Joanne Jackson

***Supervisor***

Island Finance of Trinidad Limited

(868) 295-6619

Stacy Mahabir

**Supervisor**

Unicomer Trinidad Limited

(868) 680-6763