SHANTEL HILAIRE

DOB (02 jan, 1990)

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Old Road, San Juan

1(868) 317-9604

Objectives

My ultimate aim is to be able, to provide exceptional service to customers, which will be of such outstanding quality that they will return to the establishment which I have the privilege to serve.

Experience

Forward Focus Ltd

Digicel Trinidad and Tobago| Corner of Evans Street and Southern Main Road, Curepe Trinidad

Assistant Office Administrator November **2**013 – February 2017

Tobago Regional Health Authority | Doretta’s Court, #197 Mt. Marie Road Scarborough Tobago

**On the Job Training- Clerical Assistant** November 2011 – August 2012

Mac’s Food Palace | Corner of Garden Side and Carrington Street Scarborough Tobago

**Customer Service Provider** August 2008 – September 2009

Royal Castle Restaurant | Arthur Napoleon Raymond Robinson International Airport Crown Point Tobago

**Customer Service Provider, Cashier, Cook** August 2005 – September 2007

Angel’s Baby Store | Gulf City Mall, Lowlands Tobago

**Customer Service Provider** July –September 2007

Education

Tobago Hospitality and Tourism Institute

**December, 2010** Associate **Degree in Culinary Management**

Signal Hill Secondary Comprehensive School

***July, 2007 CXC***

* English A Grade 4
* Mathematics Grade 3
* Human and Social Biology Grade 3
* Information Technology Grade 2
* Principle of Accounts Grade 2
* Principle of Business Grade 2
* Food and Nutrition Grade 2
* Social Studies Grade 2

Skills

* Microsoft Office: Word, Excel and Power Point

References

References are available on request.