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| **Janicia Collymore**  **LP#57 Upper seventh avenue, Malick, barataria**  **1-868-766-0644**  **mzztrini@hotmail.com** |

***PROFILE***

I have experience working in both an office and restaurant environment, I am always opened to new possibilities and believe I can learn something new in all environments, this was illustrated in my last job role where I became an all-rounder in under one year.  I am willing to start small and build my experience and expertise so that I can position myself for growth and advancement in your company.

**EMPLOYMENT EXPERIENCE**

1. *WENDY’S ARIAPITA AVENUE - ALL ROUNDER (1 year)*

* Main duty - Cashing
* Assisted in Food Preparation
* Sandwich Line Personnel

1. *UNIVERSITY OF THE SOUTHERN CARIBBEAN*

*(STUDENT OFFICE ASSISTANT- 10 Months)*

* Attended to internal and external customers
* Answered telephone calls of internal and external customers
* Filed and retrieved documents
* Payroll
* Requisition

1. *DETOUR TRINIDAD LIMITED - CUSTOMER SERVICE REPRENSENTATIVE*

*(Summer Vacation Part Time – 2 months)*

* Answered product and service questions
* Assisted in Sales

1. *MASSY STORES (WESTMOORINGS) - CASHIER*

*(Summer Vacation Part Time – 2 months)*

* Greeted customers entering the organization
* Handled the cash transaction of the organization
* Checked daily cash account

1. *SOUP IT UP OUTLET (LONG CIRCULAR MALL)*

*CUSTOMER SERVICE REPRESENTATIVE (10 months)*

* Greeted and Served customers
* Assisted in Food Preparation

**EDUCATION & TRAINING**

1. 2014 –Present (THE UNIVERSITY OF THE SOUTHERN CARIBBEAN)

Pursuing a BSc in Accounting

Maracas Royal Road, Maracas St. Joseph

Trinidad and Tobago

(868) 662-2241

1. 2009- 2014 BISHOP’S CENTENARY COLLEGE (ST. CECILIAS)- GRADUATED

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| COMPLETED CSEC EXAMS | PROFICIENCY | GRADES |
| Electronic Document Preparation Management | General | 2 |
| English language | General | 2 |
| Principles of Accounts | General | 2 |
| Principles of Business | General | 2 |
| Mathematics | General | 3 |
| Office Administration | General | 3 |
| Spanish | General | 3 |

1. 2003- 2009 MORVANT EPIPHANY ANGLICAN SCHOOL – GRADUATED

**KEY ACHIEVEMENTS**

* Acted as School Prefect (2012-2014)
* Supported fundraising activities for the Hero Organization including beach clean-up (2010-2013)
* Bishop’s Centenary College Football Team (2013-2014)
* Bishop’s Centenary College Pan Assemble (2012-2014)

**REFERENCES**

**Leanna Gobin**

Project Assistant

Guardian Life of the Caribbean

#43 Long Circular Road, St. James

(868)756-0596

**Jenelle Jackson**

Woman Police Constable

CID Stole Vehicles Department P.O.S

St. Vincent Street, Port- of- Spain

(868) 756-0440