**Karina Tricia Ann John**

10 Fledspar Gardens

Diamond Vale

Diego Martin

karinajohn1002@gmail.com

362-0412/233-9255

**Objective** Result-oriented, certified customer service representative seeking a position where I can use my skills and experience to

add new and productive ideas to uplift any establishment that I am employed at. I excel in fast-paced environments, work well as part of a team or independently and I am detail oriented.

**Experience 2013 – 2016 LA Beauty Supplies** (Store Manager)

* Ordering, receiving, maintaining and supervising of all stocks.
* Rectifying of all complaints by customer
* Data entry of Month End stock
* Balancing Till and Cash at close

**2012 – 2013 Dishawn & Michael Transport Services**

(Secretary)

* Filing
* Preparing itineraries, memos, letters, minutes, agenda and interviews.
* Answering the telephone and taking accurate messages.
* Updating Data on a daily basis
* Sending and Receiving email

**2010 – 2012 Monty’s Bakery & Deli** (Shift Supervisor)

* Receiving, Maintaining and Rotating of all stocks
* Rectifying of all customers and Staff issues
* Balancing Cash at shift close

**2008 – 2010 Movie Towne Tobago** (Concessions Supervisor)

* Receiving, Maintaining and Rotating of all stocks
* Rectifying of all customers and Staff issues
* Balancing Cash at shift closed

**2005 -2008 Richies’ Computer System** (Office Assistant)

* Data entry Operator
* General fax and photo copying Operator
* Assistance Customers

**Education 1986 – 1993 Arouca Anglican Primary**

Common Entrance

**1993 – 1994 Curepe Junior Secondary**

Transferred

**1994 -1996 Belmont Junior Secondary**

14+

**1996 – 1998 South East Government Secondary**

CXC

Mathematics III

English III

Integrated Science IV

Social Studies III

**1999 – 2000 Maloney Vocational Center**

Micro Entrepreneurship (Certified)

Hair Dressing and Beauty Culture (Certified)

**Certified Courses**

**2012** Catering and Hospitality

**2012** International Cuisine

**2014** Basic Computer

**2014** Executive Secretarial Skills

**References Adanna Antoine**

Ministry of Community Development

Field Officer

9 Dindial Street

Malabar

**339-8758/ 718 – 0387**

**Micheal Noel**

Dishawn & Micheal Transport Services Ltd.

C.E.O

Lp# 69 Connector Rd

Carson Field, Chaguanas

**288-8537**

**Roger George**

Retired Staff Sergeant 8520

Trinidad and Tobago Defense Force

69 Woodstar Avenue

Bon Air Gardens

Arouca

**302 – 9770/ 484 - 4304**