**CAREER OBJECTIVE**

To work in an organization that provides an atmosphere of mutual growth, where the most important outcome is achieving organizational goals.

**CORE COMPETNECIES**

* Customer orientation skills
* Communication skills
* Detailed and Organized

**PROFESIONAL EXPERIENCES**

**MINISTRY OF EDUCATION/SERVOL LIMITED**

*Computer Instructor, Feb 2006-Dec2016*

* Preparing lesson plans, teaching classes and evaluating student progress.
* Maintaining discipline in the classroom.
* Encouraging students and acting as instructor–advisors for students.

**SMITH ROBERTSON AND COMPANY LIMITED**

*Promoter (Part time), Jan 2014-Jul 2016*

* Interact with customers.
* Address customer concerns.
* Advice customers on which product best suits their needs.
* Sales promotions

**N.S. RARITAM & COMPANY**

*Legal Secretary, Jan 2004--Jan 2006*

* Prepare and maintain records and client’s case files.
* Answering phone.
* Prepare invoices letters and other documents using word processing software.
* Scheduling, coordinating and confirming court dates, appointments, and meetings.
* Conducting research in legal matters.

**FABI’S COSMETICS**

*Customer Service Representative, Jan 2003-Dec 2003*

* Welcome customers and; offer to assist them.
* Advises customers by providing information on products.
* Helps customer make selections by; offering suggestions and opinions.
* Processes payments by totalling purchases; processing checks, cash, and store or other credit cards.

**EDUCATION**

**UNIVERSITY OF THE SOUTHERN CARIBBEAN**

*Bachelor of Science* *in Social Work, Sept 2012-Present*

* *400 Practicum hours at the Child Guidance Clinic*

**UWI SCHOOL OF BUSINESS AND APPLIED STUDIES (ROYTEC)**

*Associate Degree in Management (Honours), Sept 2010- Aug 2012*

**METAL INDUSTRY COMPANY LIMITED (MIC)**

*Train the Trainer Certificate, Jan 2007-Aug 2007*

* *Grade 2*

**SCHOOL OF BUSINESS AND COMPUTER SCIENCE (SBCS)**

*Certificate in Public Relations, 2004-2004*

**UPPER LEVEL EDUCATIONAL INSTITUTE**

*Computer Technician Certification, Grade B+, Jul-Aug2001*

*Microsoft Office 2000, A+, Jul-Aug 2000*

*Computer Literacy, A, Jul-Aug 1999*

**ADDITIONAL SKILLS**

* Proficient in Microsoft Office 2010

**INTRESTS**

* Reading
* Social Service
* Cooking

**REFERENCES**

Rashann Maloney Juanita Whyte

Registered Nurse Supervisor

467-5437 799-2851