**ARIANNA WILLIAMS**

Building #1 Apartment #9

Pleasantville Avenue, Pleasantville

San Fernando

Contact # 322-5026

E-mail:- [arianna.williams25@yahoo.com](mailto:arianna.williams25@yahoo.com)

**Personal**

**Date of Birth:** August 19, 1996

**Marital Status:** Single

**Career Objectives** Information Systems Management

**Professional Experiences**

11/2014-12/2015 **JTA SUPERMARKET, LTD. CROSS CROSSING**

***Cashier***

* Receive payment by cash, cheque, credit cards, vouchers, or debit cards.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Greet customers entering establishments.
* Maintain clean and orderly checkout areas.
* Establish or identify prices of goods, services or admission, and tabulate bills using cash registers, or optical price scanners.

***Lotto Machine Operator***

* Provide full out slips to customers.
* Display games to customers.
* Print tickets and accept cash from customers.
* Pay bills for customers.

07/2013-08/2014 **AFTER NINE, GULF CITY MALL**

***Customer Service Representative***

* Listen and respond to customers’ needs and concerns.
* Provide information about products and services.
* Handle returns or complaints.
* Provide receipts and written bills to customers.
* Tidy up surroundings.

**Education**

09/2015-Present **UWI-ROYTEC**

* Ass. of Science Degree in Information Systems Management

2015 **ENSAFE INSTITUTE**

* Occupation and Health Standards for General Industry

09/2013-05/2014 **SCHOOL of BUSINESS and COMPUTER SCIENCE**

* A.B.E Level 4 Diploma in Management Information Systems

**Modules:** **Grade:**

* Introduction to Business Communications C
* Introduction to Business C
* Introduction to Quantitative Methods C
* Introduction to Management Information Systems B

09/2008-06/2013 **ASJA GIRLS’ COLLEGE, SAN FERNANDO**

* CSEC
* English A 2
* English B 1
* Information Technology 1
* Food and Nutrition 1
* Principles of Business 2
* Spanish 3
* French 3

**ACTIVITIES**

* Past Member of Scrabble Club at A.S.J.A Girls’ College
* Past Member of Volleyball Team at A.S.J.A Girls’ College
* Past Student Body Council’s Treasurer/Secretary at School of Business and Computer Science

**References**

Name: Keith Moore

Position: Co Owner

Company: Lindor’s Mini Mart

Contact: 657-7966

Name: CyrilAnn Hunte

Position: Project Assistant

Company: Lake Asphalt

Contact: 324-8436

Name: Nicholas Hosein

Position: Baker

Company: Kiss Baking Company

Contact: 366-2469