**PROFILE**

I am well rounded, articulate, adaptable and certain that I will prove myself an asset to any company. Throughout my academic career, I have acquired an array of skills and experience to complement my educational qualifications. I am seeking a position that will allow me to consolidate both my academic and professional background, expand my knowledge and provide opportunities for personal and professional growth.

**EDUCATION**

**University of the West Indies**

* Pre – Science Programme (N1)  **Present**

The Pre – Science Programme (N1) at the University of the West Indies is a programme which allows you to do CAPE equivalent subjects within one year (both units).

**Bishop Anstey High School East**

* CSEC:- Eight (8) Subjects **2016**

English Language 1

Electronic Document Preparation and Management 1

Mathematics 1

Physics 2

Information Technology 2

Biology 2

Geography 3

Chemistry 3

**AWARDS AND CERTIFICATES**

* Caribbean Examination Council (CXC) **2016**

**WORK EXPERIENCE**

**Administrative Assistant Silver Lighting Electricals Ltd Aug ’16 - Dec ’16**

* Designed business's logo and letter-head
* Composed business’s Quotations and Invoices
* Co-ordinated the business’s service schedules

**Sales Associate, Assistant Manager Wah’s Oriental Trading Nov’16 - Feb ’17**

* Interacted with sales representatives from various companies
* Managed the business’s stock and inventory
* Balanced daily accounts books and ensured all purchases were recorded.

**COMPUTER SKILLS**

Proficiency in the following software:

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Microsoft Outlook

**ADDITIONAL SKILLS**

* Baking

Skills Developed: Time management; Accuracy; Creativity; Adaptability.

* Cosmetology

Skills Developed: Interpersonal skills; Collaboration; Resource Management.

* Graphic Design

Skills Developed: Technical skills; Visual Communication; Critical Thinking.

**REFERENCES**

* Available upon request