‍‍Enya Coker

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**Objective**

* To secure an entry- level position with a stable and profitable organization, where I can be a member of a team and further develop my business experience and skills.

**Education**

**N1 Program | ]2016-2017 | University Of The West indies**

* Major: Biology
* Minor: Physics and Chemistry

**O’ Levels/ CXC** **| 2010-2015 | Bishop Anstey High school P.o.s**

* English A: Grade 1
* English B: Grade 1
* Mathematics: Grade 2
* Physics: Grade 2
* Biology: Grade 3
* Chemistry: Grade 3
* Principles Of Accounts: Grade 3

**Skills & Abilities**

**customer service & Sales**

**Administrative**

**interpersonal**

**Leadership**

**team work**

**problem solving**

**Proficient in MicroSoft Office**

**Experience**

**CLerical Assistant | D.C Electrical| Part-time (2014-2016)**

* Do basic book keeping and complete banking transactions
* Answer telephone, direct calls and take messages
* Operate office machinery such as: scanners, printers
* Communicate with customers both in person and on the telephone.

**Office clerk | Carvalho’s Travel Agencies | july – august 2015**

* Do basic book keeping and complete banking transactions
* Answer telephone, direct calls and take messages
* Operate office machinery such as: scanners, printers
* Communicate with customers both in person and on the telephone.

**SALES CLERK | SAD’Z GIFT SHOP| DECEMBER 2014**

* Obtain/ receive merchandise, total bills and accept payments
* Arrange merchandise to promote sales
* Clean shelves and counters

**Achievements**

**ACADEMIC AWARDS**

* Academic achievement (2011-2012)
* Outstanding academic achievement (2012-2013)
* Academic achievement (2014-2015)

**ABRSM**

* Grade 1-5 – Passes

**AUSTRALIAN MATH OLYMPIAD**

* Certificate of Proficiency

**JUNIOR ACHIEVEMENT**

* Participant (2014)
* Vice President of Production of the year (2014)
* Advisor (2015)

**CULTURAL AMBASSADOR**

* St. Maragrets’ Steel Orchestra
* Starlift Junior Steel Orchestra

**References**

**Derek Coker**

**C.E.O**

**D.C Electrical**

**#341-3641**

**Sandra Carvalho**

**Manager**

**Carvalho’s Agencies**

**#628-0668**