Judianna Jack

#20 Piction Road, Laventille.

D.O.B: 4th December, 1996.

Home: 298-0612 Cell: 345-6180

judiannaj@gmail.com

* Professional Profile:

I did Customer Services and worked in the retail departments. I’ve learned to present latest merchandise to prospective buyers, including making some of the products for the customers. I resolved customer concerns promptly to maintain satisfaction. Also I’ve earned recognitions for exceptional customer service from my co-workers even customers while I was working and gaining experience.

These experiences enhanced and develop my skill with working with co-workers at each business and the customers. I’m currently trying to work my way up to my career goals; marketing for a business and also designing, while gaining experience that will eventually promote me to be in a better position to become a Company director or marketing manager. Therefore if I get chosen to work at your company I will be greatly appreciative of your choice and I will work hard as I always do.

Education

* Qualifications;

School: Corpus Christi College, Diego Martin

1. - 2013:

* NCSE Level 1 student results report.

|  |  |
| --- | --- |
| Subject | Grade |
| English Language Arts | C |
| Mathematics | B |
| Physical Education | B |
| Social Studies | C |
| Spanish | B |
| Science | D |

2010 - 2015:

* Caribbean Examinations Council Secondary Examinations.

|  |  |
| --- | --- |
| Subject | Grade |
| English A | 2 |
| English B | 2 |
| Mathematics | 3 |
| Office Administration | 3 |
| Principles Of Accounts | 3 |
| Social Studies | 3 |

Work Experience

* Both vocational work experience, On the Job Training Programme by: Corpus Christi College year 2013.

2013 December:

* Customer service; Stock control and retail department at All In One and Co Ltd.

2013 July-August:

* Customer service; Stock control department at

SCRIP- J.

2016 September-October:

* Customer service at Direc One; Telecommunication provider. Computing information from utility companies directly to customers.

Extra-curricular activities and Accomplishments

* High school:
* Participated in football, cricket and rugby.
* Prefect
* Treasurer of Debating Club.
* Talent show first place winner, for the dancing category.
* Three years computer proficiencies in MS Word, MS Excel and MS PowerPoint.
* Second Class Honours award for the subjects; Mathematics, Social Studies, History, Art and Physical Education.
* GIII Foundation Soaring Eagles Programme, graduate and volunteer for; Team building, Self Esteem/ Who Am I, Effective Communication, CPR/ First Aid, Civics/ Civic Responsibility, Conflict/ Anger Management and Dining Etiquette.

References

Mrs. Arusha Eustache- Earle

Assistant

15 A Argyle Street,

Port of Spain.

Cell: 726-4072

Mrs. Shemmella Mc Guire

Pre-school teacher

#15 A Picton Road,

Dan Kelly, Laventille.

346-6217