NICOLLA SMITH

Lot39b Christina gardens O’Meara road Arima\3258595\nicolla.smith@yahoo.com

Professional summary

Patient and empathic with extensive background in conflict resolution.

Skills

* Creative problem solver
* Exceptional communication skills
* Strong client relations
* Quick learner
* Proficient in cash management
* Data entry
* Team player
* Energetic work attitude

Work history

**Cashier**

Np gas station – Christmas vacation- Morvant junction 12/2010 to 01/2011

**Sales clerk/ Cashier**

Center stage- Fredrick street Port Spain 09/2013 to 07/2014

**Security officer**

Premium security services ltd - Monroe road Cunupia 08/2014 to 10/2016

**Call center agent**

AmSure Trinidad and Tobago Limited – Piarco Plaza 10/2016 to 01/2017

**Call center agent**

Direcone – Independence square Port of Spain Current

Education

SEA: 2008

**Laventille girl’s government primary school**

CXC: 2013

**Belmont secondary school**

Maths, English B, English A, Social Studies, Human Social Biology

Associates: Psychology Current

**COsTAATT**- Port of Spain

References:

Kempson Banfield – Occupation- administrative officer of COSTAAT

Contact – 4721270

Paul Lewis- IT department of Planning Associates Ltd

Contact- 3770558

Lot39b Christina Gardens,

O’Meara road, Arima.

325-8595

[nicolla.smith@yahoo.com](mailto:nicolla.smith@yahoo.com)

To whom it may concern,

Focusing on the issue at hand is my specialty. I thrive in a professional, fast paced structure, and team-oriented environment. Please consider me for the position advertised.

I was chosen as employee of the month and commended for my willingness to work with customers to ensure their satisfaction. Being an attentive, listener enables me to find positive resolutions to questions that may appear unanswerable.

I can be reach at the cell phone number or email address above.

Sincerely,

Nicolla Smith