**AISHA CEDENO**

**LP 3AA LADY HOCHOY CIRCULAR**

**WATERHOLE COCORITE**

**741-5448 / 363-9692**

[***cedenoaisha@gmail.com***](mailto:cedenoaisha@gmail.com)

**Objective:**

To join a company that offers me a stable and positive atmosphere and inspires me to enhance my skills, while demonstrating my reliable, assiduous, honest and cooperative characteristics.

**Education:**

 • Mason Hall High School …………..........………….. Mason Hall Tobago   2006-2009

 •St James Government Secondary School………………………St James     2004-2006

 •St Nicholas Private Primary School ……………..Mt Marie Rd, Tobago   2002-2004

**Qualifications:**

 CXC (O'levels) General Proficiency

* Mathematics.................3
* English Language…....3
* Social Studies...............3
* Integrated Science…..3

**Training:**

• 5+ years of Money Management

• On the Job Training………………………..…St. Augustine, Trinidad. **November 2009**

**Work Experience:**

**Cocorite & Environmental Company Limited……….…November 2014 - March 2017**

**Powerhouse Gym**

Administrative Assistant

•Check in members and verify membership

•Register guests and collect guest fees

•Responsible for security for self and others

•Prepare work schedules.

**All Out Sports Bar and Gourmet Grill………………….April 2014- September 2014**

**Waitress** (Part-time)

•Provide excellent customer services.

•Greet customers and present menu.

•Make recommendations or share additional information upon request.

•Take and serve food/drinks orders.

•Arrange table settings and maintain tables clean and tidy.

•Deliver checks and collect payments.

**Housing Development Corporation (HDC)………….March 2014- November 2014**

**Legal Department- General Assistant (**Relieve Worker)

•Arranging for the delivery of legal paperwork.

•Typing correspondence and legal paperwork.

•Transcribing court proceedings and other recorded meetings.

•Scheduling, coordinating and confirming court dates, appointments, and meetings.

•Conducting research in legal matters.

**Work Experience (continued)**

**Courtney's Racing Service………………………………….December 2013 - March 2014**

**Teller/Cashier**

**•**Provide Customer Service

•Collect payments from customers

**Verona Limited ………………………………………………………April 2011- October 2013**

**Junior Manager**

•Promote sales by demonstrating merchandise and products to customers.

•Contribute to team effort by accomplishing related results as needed.

•Establish policies on issues such as the type of gambling offered and the odds, the extension of credit, and the serving of food and beverages.

•Maintain familiarity with all games used at a facility, as well as strategies and tricks employed in those games.

•Monitor credit extended to players.

•Monitor staffing levels to ensure that games and tables are adequately staffed for each shift, arranging for staff rotations and breaks, and locating substitute employees as necessary.

•Prepare work schedules and station assignments, and keep attendance records.

•Resolve customer complaints regarding problems such as payout errors.

**Work Experience (continued)**

**MI4 Security Services Limited……………………….September2010-February 2011**

**Control Officer**

**•**Provide Customer Service

 •Responsible for security for self and others

•Operates communication equipment.

•Issues security keys and maintains key accountability.

•Maintains Daily Activity Log.

• Monitors the movement of Armed and unarmed Security Officers while on duty.

• Monitors surroundings, allows entry onto the compound.

•Receives and routes incoming telephone calls.

•Monitor and operate control panel for security purposes.

•Provides shift briefing to on-coming relief.

•Performs other assigned tasks as required.

**Hobbies:**

* Reading.
* Meeting new people.
* Outdoor activities.

**References:**

* Renee King- Preschool Teacher- 295-7834
* Nicole Chapman -Business Owner -461-5524