**NAOMI L ISAAC**

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| Phone Number: 773-4262  Email: isaacnaomi7@gmail.com | #2 Upper Bournes Road St. James |

**OBJECTIVE**

To obtain a job as a customer services representative where I can utilize my skills and customer satisfaction training.

**SKILLS**

* Proficient at multi-tasking. Able to answer phones, take notes and treat customers with attentive respect under stress.
* Proficient in Microsoft Office Level 1 and 2.

**EXPERIENCE**

**Clean offices and iron shirts** 2016 **-** 2017

* Bars and Reception Services Limited

**Store Supervisor** 2012 - 2014

* Woodford Express Diego Martin
* Responsible for customer service.

**Room Service Attendant** 2007- 2008

* Crowne Plaza Hotel Wrightson Road Port of Spain
* Took guests order and delivered it to their rooms

**Receptionist** 2005- 2006

* Calligraphix Tunapuna
* Answered the telephone, took messages

**EDUCATION**

**Sept, 2000 - July, 2005.**

**Social Studies 3**

**Malabar Composite School. Malabar Arima**

**Institute of Health and Fitness**

**Food and Beverage**

**South East Secondary School**

**Evening Classes**

**Office Procedures 3**