*Resume*

**Name:** Jerisse Baird

**Address:** #13 Apparicio Circular,

Bourg Mulatresse,

Lower Santa Cruz

**Telephone:** 374-1825/765-2752/675-2750

**Email:** [jerissebaird@yahoo.com](mailto:jerissebaird@yahoo.com)

**Career Objective:** I am interested in the Clerical Field and Sales and this job will help me to acquire additional skills and allow me to develop hands-on experience in the world of work, also allowing me to put forth my skills learnt in the Data Operations Course. I enjoy interacting with others, motivating them and teamwork because different ideas are shared and it encourages unity in the workplace.

**Education:** St. Joseph Secondary School (YTEPP) - October 2014 – June 2015

(Completed my Data Operations Course, but

haven’t yet received the Certificate)

Downer’s Educational Institute - 2012-2013

South East Port-of-Spain Secondary School - 2007-2012

Mucurapo Girls’ R.C. Primary School - 2000-2007

**Qualifications:** Principles of Business - Grade II

English - Grade III

Social Studies - Grade III

Human and Social Biology - Grade III

**Work Experience:** I worked as an On-the-Job Trainee at Ministry of Education, I gained working experience there for two years, displaying professionalism and quality customer service. In addition, I would like to take this opportunity to grow within your organization and to be extraordinary.

**Skills and training:** Fast Thinking

Typing

Communication Skills

**Hobbies/ Interests:** Modeling

Singing

Reading

Re**ferences:** Desta Rambert-Neptune (Teacher) – 359-3600/772-7233

Kendra Rocke (YTEPP Tutor) – 723-6970/369-3310

David Chookolingo (Retired Senior Human Resource Officer) - 681-5065