**Melissa Alicia Durham**

Address: 14# Bagatelle Road, Diego Martin

Date of Birth: April 8th, 1995

Sex: Female

Marital Status: Single

Cell no.: (868) 298-4119

Email: [melissadurham1@live.com](mailto:melissadurham1@live.com)

**Objective**

To obtain a position that will enable me to utilize my organisational skills, educational background and ability to work well with others in an aim to profit an organisation.

**Experience**

**Soup It Up** November 2010 – December 2014 (Part-time)

Cashier/Server

* Handled and recorded cash transactions accurately and efficiently
* Dealt with the diverse customer population.

**The Shanghai Experience** November 2012 – January 2013 (Full-time)

Cashier

* Handled and recorded cash transactions accurately and efficiently
* Dealt with the diverse customer population
* Balanced all shifts worked – no overages/no shortages.

**La Puerta Government Primary School** February 2013 – September 2014 (Full-time)

CAC Assistant/Office Assistant

* Assisted the standards 4 & 5 teachers with the CAC program with administration and activities
* Register the student for the SEA examination
* Continuously communicated their assessment grades to the ministry
* Assisted the secretary with the administration of the school.

**Marketing in Motion** December 2014 – January 2016 (Part-time)

Merchandizer (Marketing in Motion is a contractor of CARIB)

* Packed Carib’s products on groceries assigned in a desirable display attracting customers
* Rotate goods using the FIFO system

**Education**

**Bishop Centenary College 2008 – 2012**

Attained six CXC subjects

Subject Grade

English A 3

Mathematics 3

Social Studies 2

Office Administration 3

Principles of Business 3

Electronic Document and Preparation Management 2

**Other Qualifications**

ABRSM Music Theory grades 2(distinction), 3 ,4 and 5 Merit.

ABRSM Practical on Trombone grades 2 and 5 Merit.

Trinity School of Music grade 3 distinction.

**The University of the West Indies 2014 – 2016**  (St. Augustine Campus)

Attained a Certificate in Music

**Skills and Abilities**

* Excellent time management skills
* Exceptional ability to multitask
* Substantive computer literacy skills.

**Reference**

Abba Grenaway

308-6012

Assistant Manager

VEMCO

Peter Sawyer

7595400

Manager: Massy Stores

Musical Director: TTCF Band