Christyana Ferreira

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# Objective

*High School Graduate seeking the opportunity for growth and experience in the workplace. Focused, solution-oriented, can work well in groups or individually. Proven skills in organization, office support with effective written and oral communication skills.*

# Education

## CXC| 2011-2014 | South east Pos Secondary school

* English
* Chemistry
* Biology
* Physics
* Information Technology
* Geography

## Cape | 2014-2015 | south east pos secondary school

* Caribbean Studies
* Communication Studies
* English Literature
* Biology

# Skills & Abilities

## Information Technology

## Adaptability

## Strong Work Ethic

Dependability

Problem-Solving

# Experience

## On the job Trainee | Chaguanas magistrate court | from Jan 2015-jan 2017

* My duties were to record information for court upon the magistrate case book and to facilitate the officers in obtaining the information on the case book.

**References**

Mr. David Ramsingh (Businessman) 868-758-9674

Retired Warrant Officer Thomas. C 868-796-3899

Mr. Ulric Kanhai (Clerk of The Peace) 868-768-3238