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| SR Objective I am currently looking for employment and would like to become a great asset to your organization during this period where I can obtain great experience and people skills for any future endeavours I may embark upon. I am a very hard working, diligent, punctual, and persistent individual and may later seem as a great asset to your organization. Skills Key Skills:  2006 – 2007: Vision in Learning Center obtained my basic and intermediate in computer literacy. COmputer Skills: MS Word  MS Excel  MS PowerPoint  MS Outlook  MS Publisher | |  | | --- | | Staicia ReveiroNetwork Marketer, Marketing Consultant | website:www.paradisetravelagency.paycation.com |  ExperienceTester/Sale Representative• Cash N Gold LTD • 2011-2012Responsibilities included:Jewelry TESTING, SCHEDULING, Book keeping,Time sheets, Customer relations,Teacher’s Assistant/ C.A.C Representative• Ministry of education• 2012 - 2013 Responsibilities included:  Helping with class chores, C.A.C book keeping,  Record keeping, Outlined C.A.C Task and Projects Customer Service Representative •Air link Communications •2013-2014**Responsibilities included:**Signing up of customers, Customer’s Listing, Disconnection listing,Answering of phones, Troubleshooting, Scheduling of Service calls and Installations,Dispatching of work to Technicians/Installers, Liaising with Field Operators/ Marketing Rep.Time Sheets, NIB forms, Disconnection Listing, Office Management, Cashing, Daily Reports,Calling Customers, Filing, Record keeping. Purchasing Director/ Marketing Representative •Rev’s island safety & supplies ltd. •2013- present.  Responsibilities include:  Purchasing Manager, Stock inventory, Paper Work, Promoting New Products, Customer service represenative • Wonderful World •2014-2015Responsiblities included:Restocking of goods, assisting customers.Marketing representative • S’ Marketing (STAICIA’S Marketing) •2015-presentResponsibilities includes:Promoting New Products, Purchasing new products, paper work, filing documents.Network MARKETER • Paradise Travel AGENCY • 2016 – PresentResponsiblities includes:Promoting New Job Opportunites to customers, Providing travel Consultancy to clients, booking trips, paper workEducationC.x.C • 2006-2008 • Princes Town Senior Comprehensive school Mathematics grade III  English A grade II  Chemistry grade II  Social Studies grade II  English B grade III  Biology grade III  Geography grade II AAs PARALEGAL •2012-present• College of science, technology and applied arts of trinidad & tobagoCertificate •2015 •School of business AND COMPUTER sciencesProfessional Marketing & Sales.certificate • 2016-present • Administration careers trinidad & tobagoProject managementBusiness managementVolunteer Experience or Leadership I’m and active member in my church youth group, I was a peer mediator for my high school. I planned and coordinated my cousins wedding. |