Objectives: To be a valuable addition to your establishment by offering my

organizational skills and educational training to the job site, while

gaining much needed experience and knowledge.

Education: University of Trinidad and Tobago

Bachelors of Education

(2016- To Present)

Sital Business College

Diploma in Business Management Level 5 (A.B.E Course)

(2013)

Diploma in Business Management Level 4 (A.B.E Course)

(2012-2013)

Youth Training and Employment Partnership Programme

(YTEPP)- CVQ Level 1 Data Operation Course (2013)

Sangre Grande Educational Institute

(2010-2011)

Manzanilla Secondary School

(2005-2010)

Biche RC School

(1998-2005)

Qualifications: Subjects Grades

CSEC Level- English B 1

Mathematics 3

Human & Social Biology 1

English A 2

Principles of Business 2

Principles of Accounts 3

Information Technology 3

Social Studies 3

ABE Level Four (4) - Business Management Certificate

YTTEP- CVQ Level 1 in Data Operation Certificate

BEd Semester 1- GPA: 2.9

Work Experience: Arima Discount Mart (ADM)

20-21 Hollis Avenue, Arima.

(868) 667-2514

July-December 2012

November-December 2013

Billing Clerk and Receptionist Assistant

D. Guerra & Co. Ltd.

Andrew Trace, Toco Main Road.

(868) 397-6120

April (2015) – January (2016)

Office Clerk

Intelligent Customer Support & Outsourcing Solutions

E-tech Park, Tamana InTech Park, Wallerfeild.

(868) 279-3248

May- August (2016)

Sprint Customer Service Representative

Skills:

Technology- CVQ Level 1 in Data Operations. Proficient in Microsoft office.

Communication- Use of Standard English, exceptional listener and communicator who effectively conveys information verbally and in writing.

Interpersonal- Ability to interact and effectively communicate with people, highlighting teamwork and problem solving.

Flexible- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

References: Mr. Donald Subit, Teacher II. 691-5239(H); 752-1033(C)

Ms. Savitree Singh, Teacher TVT IV/T III. 777-7666(C)

*References and proof of academic qualifications available upon request.*