**ADANA SALINA**

**La Grine Hill, Maracas St Joseph.**

**Contact No. 795-8532**

**Email:** [**adanasalina@live.com**](mailto:adanasalina@live.com)

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**Objective:** To obtain a position in an Organization where I can utilise my skills and abilities and be an asset to the Organization.

**Personal Detail:** NationalityTrinidadian

Marital Status Single

Date of Birth 27th February 1996

**Experience:**

**July-August 2013** ***Hoi Khan Variety Wholesale Store***

**Sale Clerk**

**August 2014 - Sales Clerk at Penny Wise Cosmetics**

Performed duties such as;

* Assisting customers products
* Stock taking
* Advising customers about products.

**November-January 2016** **Shoe Land- Sale Clerk**

* Help customers with brand name shoes
* Communicate with customers

**February-March 2016** **Rave Style and More**

* Hairdresser

**October –Present 2017**

**Mrs Judy Learning Centre (Lessons)**

**Day care and Pre School**

**Preschool- Giver**

1 year old until 3 years

**Lessons Teacher**

Class- Standard two (2)

**July 2015-Must Trainee at Nalis Library**

(Awaiting on Certificate)

General Office Administrative duties:-

* Proper working attire
* Apply Basic Communication Skills
* Filing (locate files, put in date order etc.)
* Displays
* Developing Keyboarding skills
* How to create files
* How to multi task work at a given time

**Education:**

September 2009- 2014 San Juan North Secondary

September 2014 – 2015 Civilian Conservation Corps (CCC)

May 2015- October 2015 Must Multi Sector Programme

**Skills/Abilities:**

* Cosmetology
* Art/craft
* Human Relation skills
* Computer Literate
* General Office Administrative

**Additional Certificates:**

Wasa’s 3rd National Secondary Schools’ “In the know with H20 “– Adopt A River Quiz Competition.

CARIFIN Games 2013 Family Day

Combine March Past Team

Peer Support Program

Must Multi Sector Programme (still awaiting)

**Hobbies:**

* Running
* Drawing
* Art & Craft
* Cosmetology
* Dancing
* Computer Literate

**References:**

Mrs Judy Thomas

Contact No. 696-0661

Teacher

Miss. Andrea Sealy

Contact No. 376-8118

Teacher - San Juan North Secondary