LEE ANNE ASSING

#49 Petunia Avenue, Coconut Drive, Morvant.

Phone: Home 626-0554, Cell 348-2914

Email: [leeanneassing@hotmail.com](mailto:leeanneassing@hotmail.com) or [leeanneassing78@gmail.com](mailto:leeanneassing78@gmail.com)

OBJECTIVE

To obtain a position that facilitates development and experience in the working environment, as well as contribute to the overall growth of the organization.

STRENGTHS

* Ability to follow simple and complex directions
* Skilled at completing task in a timely manner
* Computer Literate
* Ability to show punctuality towards work
* Respectful and courteous

EDUCATION

**Caribbean Secondary Education Certificate (CSEC)**

Success Laventille Secondary School (September 2008- June 2013)

Subjects Passed:

Mathematics Grade 2

English Grade 1 (Distinction)

Principles of Accounts Grade 1

Principles of Business Grade 2

Integrated Science Grade 1 (Distinction)

Information Technology Grade 2

Spanish Grade 3

**Caribbean Advanced Proficient Examination (CAPE)**

Sixth Form Government School (September 2013- June 2015)

Subjects Passed:

Unit 1: Accounting Grade 2

Management of Business Grade 3

Pure Mathematics Grade 4

Caribbean Studies Grade 4

Unit 2: Accounting Grade 1

Management of Business Grade 2

Pure Mathematics Grade 3

Communication Studies Grade 2

**Bachelors of Science Degree in Leadership and Management with Minors in Human Resource Management and Psychology**

University of the West Indies, St Augustine (September 2015- Present)

Current Degree GPA: 3.4

EMPLOYMENT HISTORY

**Coop’s Car Care Caravan, Petit Bourg, San Juan (July-August 2016)**

Position: Car Care Assistant

**St. George West Magistrate Court, St Vincent Street, Port-of-Spain (July-August 2015)**

Position: On the Job Trainee as an Administrative Assistant

Duties: Filed papers, helped prepare documents and attended to the public in giving information on court matters of their concern.

ACHIEVEMENTS AND ACTIVITIES

**At Success Laventille Secondary School:**

* Part of RBC Young Leaders Program in 2011
* Appointed prefect in form 5
* Received an award for top performer at CSEC in 2013

**At Sixth Form Government School:**

* Received an award for academic achievement in Management of Business, Communication Studies and Pure Mathematics for the year 2014-2015
* Received an award for having maintained a 96% attendance with a B+ average in Communication Studies, Management of Business, Accounting and Pure Mathematics for the year 2014-2015