**Kaydia Phipps**

Address: Bldg 10-12 Apt 3-1

Picadilly Street,

Port of Spain

Email: [kaydiaphipps@outlook.com](mailto:kaydiaphipps@outlook.com)

Tel:1-868-352-3558

**OBJECTIVE:**

To use my communication skills and experience at my best wherever I might be employed.

**EXPERIENCE:**

Civilian Conservation Corps

1 Beetham Gardens

Telephone and Radio Operator

September, 2014 to November, 2015

* Answering and receiving calls
* Making and receiving radio messages
* Prepare documents for meeting, etc.

Pennywise Comestics

Charlotte Street

Customer Service Representative

January, 2016 to March 2016

* Help customers
* Restock shelves

**EDUCATION:**

* Forde College
* Civilian Conservation Corps
* Tranquillity Government Secondary School
* Eastern Girls’ Government Primary School

**QUALIFICATION:**

* Level 1 Accounting and Book-Keeping
* English Business Communication
* Telephone and Radio Operator
* Basic IT for Office Application
* Mathematics – Grade 3

**HOBBIES:**

* Reading
* Dancing
* Reading