Shanelle lewis

#52 Roseau Street, Coffee Village La brea.

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# ObjectiveS

* To obtain a position at "Standards”
* resolving a wide range of product and service issues speedily and satisfactorily
* exceeding customer's post-sales needs with energetic follow-up
* maintaining composure while handling challenging customer demands
* learning new processes from beginning to end.

Able to work successfully as a team member and as an individual contributor.

Exceptional communication skills with the ability to remain calm and convincing in negative situations.

# Experience

Keisha Grant.

Reference- 1-868-324-3713

Position: Secretary Trainee (Internship) 6 months.

Reason of leaving.: Unreasonable Hours.

* ■ Core Knowledge and Functional Skill Areas
* In depth knowledge of Microsoft Office suites and internet telephone operations.
* Quick learner of new software applications.
* Word processing – Ability to type 40 words per minute.
* Proficient  in spelling grammar in English.
* Professional verbal/written communication skills.
* ■ Personal Attributes
* Accuracy | Excellent organizational skills | Confidentiality | Planning and Time management
* Initiative | Reliability | Stress tolerance | Customer-service orientation.
* Willingness to work in a flexible schedule and high workload.

# Education

La Roman Catholic School (2003-2010)

Southern Academy of S.D.A (2010-2015)

CSEC passes.

English 2

Principles Of Business 1

Office Administration 2

Human Social Biology 2

EDPM 2

Modern Business College- (Short term course) Peach tree Accounts Grade B+

Mathematics (Jan 2018)

# Awards and Acknowledgements

* La Brea Roman Catholic School- Awards, Most Discipline Student from Standard one-five.
* Standard Five- Most Outstanding Student
* Southern Academy Of S.D.A- Most Discipline Student.
* CSEC- Distinction in Principles Of Business.

Great Leadership skills.

Hobbies: Read books, Design Logos, Mixed Martial Arts.