Lot 397 Sou Sou Lands,

Carlsenfield,

Chaguanas.

492-1067

Jamiematthews.j@gmail.com

Jamie Matthews

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| --- | --- |
| Objective | To gain opportunity where my skills and qualification can be used to contribute an organization success. Seek to work in an environment that will challenge me further; while allowing me to contribute to the continued growth and success of the organization. |
| Skills & Abilities | Computer Literacy   * Microsoft Excel * Microsoft Word * Microsoft PowerPoint * Internet and Email * Windows Explore   Member of CTS College Event Committee |
| Experience | Phierce plus, Barataria June 2015- Dec 2015   * Operates office equipment’s * Provides pricing and delivery information, process orders and prepares cash reports * Sets up new accounts, maintains record, prepares reports and performs work processing assignments and related clerical duties * Solicits sales of new additional service  tru fit garments detour, price plaza chaguanas December 21st 2016 – February 13th 2017   * Attending to customers * Checking stocks |
| Education | cts college school of business and computer science, montrose Caribbean Examinations Council  Sept 2014 – May 2015   * Mathematics * English A * Principle of Business * Office Administration |
|  |  |
| References | Tricia Woodbridge Ravi Ragoonath  Systems Administrator Academic Director  SMB Services Ltd CTS College  1 868 750 3328 1868 777 1294 |