**CAREER SUMMARY**

**Career Summary**

A reliable, resourceful and effective individual, who is also dedicated and focused, I excel at prioritizing and completing multiple tasks simultaneously. I am committed to delivering high quality results with little supervision. An energetic, organized and professional team player.

AREAS OF EXPERTISE

* Warehousing & Maintenance
* Disc Jockey
* Time Management
* Resourceful
* Meeting Deadlines

PERSONAL INFORMATION

Sex: Male

Date of birth: 18-06-1991

Nationality: Trinidadian

Marital Status: Single

OBJECTIVE

To attain permanent employment within your organization where my experience, fast learning skills and dedicated career driven capabilities can be used as an asset to further build your company and increase productivity.

PROFESSIONAL EXPERIENCE

**Ango International Limited**- **August 2014 – May 2017**

**Position:** Warehouse Attendant

**Duties & Responsibilities**

* Register orders placed for delivery
* Pick & Stage orders for delivery
* Issue weekly stock reports
* Ensure accurate and timely delivery of orders specific to customer
* Provide updates of delivery to merchandisers to assist with timely turn around
* Supervise the receipt and offloading of containers making sure inventory is accurate to company orders

**Caribbean News Media Group Limited**- **September 2014- March 2015 (Part-time)**

**Position:** Radio Disc Jockey

**Duties & Responsibilities**

* Select music in accordance to specific themes
* Ensure advertisements and played accurately and on time
* Assist in producing new ideas for radio shows and segments
* Responsible for increasing listenership within assigned time slot

**Grand Bay Paper Mills** - **May 2010- July 2014**

**Position:** Machine Operator

**Duties & Responsibilities**

* Ensure machines ran productively for each assigned job order.
* Supervise an assistant
* Meet production targets set by Management
* Any other duties assigned by the production team leader, shift supervisor or designate.

EDUCATION

**School of Business and Computer Science (SBCS) (April 24th 2017  - August 17th 2017)**

* **Network+ (completed and certified)**
* **A+ (currently)**

**2004 - 2009 Tranquility Government Secondary School**

INTERESTS

* Music
* Sports
* Learning new technologies
* Traveling
* Reading

REFERENCES

**Anthony Gomez**

**Managing Director/CEO**- Abstract Media Group Company Limited

1-868-764-9761

**Alphus Richard**

**Production Manager**- Carib Brewery Limited

1-868-792-4858

**Edmond Sorrello**

**Supervisor- Grandbay Paper Mill**

**1868-783-0680**