**Chantal Augustine**

#61 Carib Circular, La Platta Gardens Valencia

[Francescaaugustine@yahoo.com](mailto:Francescaaugustine@yahoo.com)

868-310-4274

**Objective**

To occupy my time productively in your company’s environment, by becoming a team member of your staff.

**Education**

**Carapichaima East Secondary High School** 2006-2011

**Sangre Grande High School** 2011-2012

**Awards**

**CSEC**-5 o’ Levels-English A, Spanish, Principle of Business, Principle of Accounts, Social Studies

**Certificate of completion** from Sital-Microsoft Word

**Certificate of** **completion** from Sital- Microsoft Excel

**Certificate of completion** –Youth Apprenticeship Program (Y.A.P.A): Agriculture

**Completed Course** at U.W.I- Taxation with Bookkeeping and Accounting

**Completed Course** at U.W.I- Human Resource Management

**Certificate of Completion** at Sital-Airline & Reservation

**Certificate of completion** at Administrative Career Training Institute & Recruitment Agency- Administrative Assistant

**Certificate of completion** at Administrative Career Training Institute & Recruitment Agency- Peachtree Accounting

**Experience:** TTUTOR office (Sangre Grande) –Assistant Secretary

Ann-Denise’s Fashions –Customer Service Representative sales with retail clothing

Xtra Foods – Cashier/Customer Service Representative

Pricing Personnel-working among computer

Data Entry – Entering stocks, keeping records

Iqor Call Centre – Call agent

**Capabilities**

* Communicate effectively when dealing with individuals of diverse interest and levels of authority displaying positive professional interaction.
* Work both independently and as a team member supervised and unsupervised.
* Retain, reiterate and display received information accurately.
* Microsoft Word, Excel, PowerPoint, Access and Publisher
* Conversational and written Spanish
* Ability to Multitask.
* Ability to problem solves.