***Curriculum Vitae***

## *ARIELLE RAWLINS*

# PERSONAL DETAILS

**NAME:** *Arielle Rawlins*

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**TELEPHONE CONTACT:** *(868) 779-5167*

**ADDRESS:***#2 Wellspring Drive, Oasis Greens, Endeavor, Chaguanas*

**PROFILE**

I am driven young individual with great ambition. My goal is to add value to any organization in which I am employed and enhance my career as a business professional.

**EDUCATION**

I am currently enrolled at CTS College of Business and Computer Science, pursuing an ABE diploma (presently awaiting results for 2nd Semester Level 5).

**ABE Level 4 Results (2016):**

Introduction to Quantitative Methods – A\*

Introduction to Accounts – A

Introduction to Business – B

Introduction to Business Communications – B

**ABE Level 5 Results (1st Semester)**

Quantitative Methods – A\*

Marketing Policy, Planning & Communication – B

The Business Environment – C

Organizational Behaviour – C

**EDUCATION (Cont’d)**

**Couva East Secondary - CSEC O’Levels (2015):**

* Mathematics – Grade 1
* English Language – Grade 1
* English Literature – Grade 1
* Principles of Business – Grade 1
* Principles of Accounts – Grade 1
* Social Studies – Grade 1
* Integrated Science – Grade 1
* History – Grade II

**KEY STRENGTHS**

* Strong work ethic
* Able to work independently or as part of a team
* Strong communication skills
* Ability to be flexible, meet deadlines and work under pressure

# WORK EXPERIENCE

**July 2015 – September 2015 - Cash Clerk – Coffee Express Ltd, Aranguez, San Juan**

Key Duties Included:

* Accurately count and verify cash received from all sales (machines/distribution) on a daily basis.
* Accurately and efficiently prepare cash for bank deposits on a daily basis
* Submit sales figures to Supervisor, Corporate Services as soon as a deposit is done

**EXTRA-CURRICULAR ACTIVITIES/SKILLS**

Art

Junior Achievement (2014)

Girl Guides

**REFERENCES**

Mrs. Marsha Coudray-St.John

HR Analyst

Petrotrin

Pointe-a-Pierre

🕾 689-9785 or 797-3953

Mr. Marlon Roberts

Security Supervisor

Coffee Express Limited

Aranguez

🕾 481-5279

Ms. Melanie Joseph

Human Resources Supervisor

Coffee Express Limited

Aranguez

🕾 749-1110