**RESUME**

**NAME:** Shanice Daniel

**DATE OF BIRTH:**  24th June, 1992

**ADDRESS:** Palm Lane, Jerningham Junction Road, Charlieville, Chagaunas

**TELEPHONE NO:** 283-3157

**OBJECTIVE:**

To excel in all duties assigned to me

**EDUCATION:** La Horquetta North Government Primary School (1997-2004)

St. Joseph’s Convent, St. Joseph (2004-2009)

**CXC QUALIFICATIONS:** English Language (GRADE II)

Principles of Business (GRADE II)

Spanish (GRADE II)

Principles of Accounts (GRADE III)

English Literature (GRADE III)

Information Technology (GRADE III)

**Currently pursuing Diploma in Law at University of London International Programmes as of Sept 2017/June 2018**

**WORK EXPERIENCES:**

* **Struct Plus Engineering**  (July 2013-January 2017)

**Office Assistant/Computer Technician**

Duties Performed: Preparing documents, photocopying, printing, scanning, typing etc.

Ability to do laptop repairs.

Excellent customer service.

* **Food Basket ( February 2012- November 2012)**

**Cashier/ Customer Service Representative**

**SKILLS: Proficient in the Microsoft Office Suite**

**HOBBIES:** Listening to music, reading, cooking

**REFERENCES:** Neil Willis

Quality Surveyor at E-Teck Parks

Tel No: (868)-489-0022

Candice Alleyne

Quantity Surveyor

Tel No: (868)-701-3080