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| crystle Forteau |  |
| **#10 Kern Street, Vance River Village, La Brea** |
| 1 (868) 362-0645 ▪ crystle.forteau@ymail.com |  |

Personal Profile

A motivated & personable individual who desires to learn and take on new challenges. I am a flexible and resourceful team player who enjoys building relationships with customers and colleagues. I possess an enthusiastic knowledge hungry attitude and am always eager to meet new challenges and learn new concepts. Capable of working with minimum supervision.

Employment History

**Usher (2015 to 2016)**

Dana Burke’s Ushering Service

- ushered members of the audience into their seats.

- worked at a box office, selling tickets and did receptionist duties

- responded to all customer queries and problems

**Nail Technician/Owner (2013 to present)**

The Sole Shop

* Doing Pedicure and Manicure services for clients (including nail designs)
* Receptionist duties
* Controlling the finances (budgeting, purchasing)

Skills

* Scheduling
* Internet Research
* Telephone etiquette
* MS Excel, Word, Outlook
* Customer Service
* Typing
* Inventory Management

Education

**CXC General Proficiency (2013)**

Vessigny (Antilles) Government Secondary.

Mathematics

English A

Theatre Arts  
Principles of Business

Principles of Accounts

Electronic Document Preparation & Management

Foundation in Accountancy (FIA)

Recording Financial Transactions (FA1)

Management Information (MA1)

Microsoft Office Specialist (2016)

Office Excel® 2013

Office Word 2013