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|  | darsharna Alexander  379 Aneisa Street, Lisas Gardens, Couva  |  347-0094 |
| professional summary | I am friendly and adept at working in diverse customer service environments. I am an organized, independent worker with time-management skills. I offer a positive attitude and flexible schedule and I work well independently or with others as a team. I am also adept at tracking and following up on hot leads, and building long-term relationships with customers. |
| Skills | * Cordial * Exceptional communication skills * Quick learner * Strong client relations * Well organized * Outstanding interpersonal skills * Verbal communication skills * Customer-oriented * Organized multi-tasker * Dedicated team player * Excellent work ethic |
| work history | **general worker** at spike’s cafejuly 2015 – september 2015  * Greeted customers and provided excellent customer service. * Pleasantly and courteously interacted with customers. * Built loyal clientele through friendly interactions and consistent appreciation. * Cross-trained and coordinated scheduling with team members to ensure seamless service.   **CASHIER** AT JTA SUPERMARKETS  JUNE 2016 – MAY 2017 |
| Education | **debe secondary school**, m2 ring road debe English A Grade 1  English B Grade 1  Mathematics Grade 2  Human and Social Biology Grade 2  Social Studies Grade 3  Caribbean History Grade 3    **Civilian Conservation Core,** Chaguanus Indoor Arena  6 months of training which comprised of 2 months introduction training & then  4 months of OTJ training, to obtain a Certificate in cosmetology. |