Charissa Clarke

#67 Emerald Drive, Boodram Development, Enterprise Chaguanas | 1 868 797 8322 | charissaclarke8@gmail.com

# Objective

Skilled with computers and seeking an employment role. Self-motivated with exceptional communication and computer capabilities. Patient and empathetic.

# Education

## School

* NorthGate College - Graduated 2015
* 7 Wilson Street, ST Augustine, Trinidad
* Upper Level Educational Institution – Graduated 2016
* 23-24 Mulchan Seuchan Rd, Chaguanas, Trinidad

## Degree

* COSTAATT – Currently Attending
* 9-11 Melville Ln, Port of Spain, Trinidad and Tobago
* AAS Degree in Information Technology

# Skills & Abilities

## Management

* Certificate in Computer Literacy
* Certificate in Microsoft Office 2013 – Advanced
* Certificate in Business Studies
* Work Good with Others
* Versed with Computers
* Quick Learner
* Multi-Line Phone Talented

# Experience

## Job Title | Company | Dates From - To

* Was a Sales Representative at Mario’s Pizzeria

## Job Title | Company | Dates From - To

* This is the place for a brief summary of your key responsibilities and most stellar accomplishments.