**Tiffany Downes**

BLD F APT 403 Charford Court

Charlotte Street, Port of Spain

Contact: 718-5354/ 295-7035 or 625-3381

Email: tiffanydownes@outlook.com

**Objective**

My future objectives for my career are to work in a company that allows me the opportunities to be innovative toward the profitability of the company.

**Education**

COSTATT (College of Science Technology and Applied Arts of Trinidad & Tobago)

November 2016 - The Associate of Applied Science Degree in Business Administration

**(With Honours)**

Currently Pursuing Bachelor’s Degree in Human Resource Management

2009-2011—Corpus Christi College

English 3

Principles of Accounts 3

Principles of Business 3

Office Administration 3

**Awards**

Copos Credit Union Co-operative Society Limited Certificate of Participation

Customer Service Representative, Teller Service Loans, Accounting, Recoveries and Information Technology, Visa

**Work Experience**

2010-2011- Seventh Day Adventist Church, Stanmore Avenue

Secretary- Volunteer Work

July 2011-August 2011 Copos Credit Union

Customer Service Representative, Teller Service Loans, Accounting, Recoveries and Information Technology, Visa

2011-2013 - On the Job Training: Ministry of Education - Clerical Assistant

January& May/June 2014- Assistant Supervisor for both C.X.C and Cape Exams

November – December 2014- Copos Credit Union Co-Operative Limited

Temporary Interim- Customer Service Representative

**References**

LLanis Clarke Ag Clk 4 Ministry of Education

363-7750

Janelle Legerton-Nedd Ag. Administrative Assistant

739-1399

Wendy Richardson

Administration Manager: Copos Credit Union

Tel /Fax: 868-625-4605, 623-0514, 627-3429

**Hobbies**

Singing, Dancing and Interacting with people

**What can Tiffany Downes do for you ?**

Can relate to the general public

Can answer incoming telephone inquires

Can relate to the general public