KERMEEL CHARLES

# 6 CIFERO AVE. HARMONY HALL, MARABELLA.TELEPHONE: **295-2252**. EMAIL**: kmdee21@gmail.com**

**SUMMARY**

Hard working, dedicated, professional and trustworthy person. Has great organizational skills, who works well with others and is good at innovative and creative strategies. Possesses the ability to stay on task, has focus and is driven.

**HIGLIGHTS**

* Excellent communication skills
* MS office proficient
* Computer literate
* Competent filing and organizational skills
* Ability to multitask
* Customer Service Skills

**EXPERIENCE**

**Research Assistant 2003 -2004**

* Conducting experiments
* Collecting data
* Filing client information
* Cataloging data
* Making phone calls and answering phones

**Sales Associate/ Cashier 2004 - 2007**

* Interacting with customers
* Knowledge of inventory and prices
* Organizing of display
* Tallying of end of day sales

**Clerical Assistant OJT 2007 - 2008**

* Some light filing and organization

**Teacher 2009 – 2012**

* Lesson planning
* Administering of exams
* Tutoring
* Correcting homework

**Self- Employed Tutor 2015 - 2016**

**EDUCATION**

**Vessigny Government Secondary School 1995- 2002**

* English A & B – 1: History, Geography, Social Studies, Integrated Science -2: Math – 4
* A-Level: Sociology, History, Literature – D

**College of Staten Island 2003 -2007**

**University of the West Indies 2009- 2016**

* **Degree in Literatures in English with a minor in Linguistics**