Jermaine Smith

#1B Mausica Street, Arima

Tel: (868) 280-1838 (cell)

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**PERSONAL INFORMATION**

Date of Birth: 24/09/1987

Marital Status: Single

**CAREER OBJECTIVE:**

To use my knowledge and skill acquired through school, as well as job experience to   
positively contribute and build progress not only for myself but also any organization   
which I am part of.

**EDUCATIONAL BACKGROUND:**

Union Claxton Bay Senior Comprehensive School

Marabella Junior Secondary School

MarabellaGirls' Government School

**SKILLS AND CAPABILITIES:**

Accounting, Payroll, Taxation, Grade B+   
Administrative Assistant

Peachtree

Human Resource Management   
Computer Literacy

Television Broadcasting Course (IBC)

School of Voice – Speech Broadcasting

**EMPLOYMENTHISTORY:**

Maxsal Drugs – (2015)  
Cashier / Dispensary / Pharmacist Assistant

Royal Princess [Movie Town] – (2014-2015)

Cashier

Infoma Soyinka Attorney at Law – (2014)  
*Accountant/* Law Clerk

Woodford Cafe – (2013)  
*Hostess*

Mass Intelligent Unit – (2013)  
*Administrative Assistant*

**REFERENCES:**

Sheldon Mieres

North Eastern Division Task Force

Editor CCNTV6

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Keston Garcia

Valencia Police Station

Corporal

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