**Resume**

**Contact Information**

Ms. Karen Waldron

Corinth Hill

San Fernando

Cell # 491-2508/ 286-4861

**Personal Interest**

Reading and Writing

**Educational Background**

School of Practical Accounting

Pleasantville Senior Comprehensive School

(Class of 1999)

**Qualifications**

English

English Literature

Mathematics

Principle of Business

Peachtree Accounting Introduction Course

Computer Literacy Course

Customer Service Training

Advance Microsoft Word/Excel/Access

Computerized Typing @ 23wpm

**Work Experience**

**Ministry of Works and Infrastructure**

January 2012 to September 2014

**Stock clerk (Contract Basis)**

Job entailed doing Weekly & Fortnightly Stock Checks & Inventory Reports of Goods

Coming in and going out to their respective job sites.

**Damus Ltd**

Fire Watch (January 2009 for 6mths)

Petrotrin Shutdown (Field work)

**Resume**

**Resume**

**Courts Furniture Store**

Collections Clerk @ Credit Department And

Caller @ Customer Care Call Center

Customer Service Representative

September 2003 – October 2008

Job entailed Calling Customers that are in Arrears of installments not being paid within a 3 to 6 months period. Seeing customers in person to make payment arrangements for all arrears to be paid. Also issuing accounts to bailiffs for repossession of goods for delinquent accounts that haven’t been paid over a 6 month period.

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**Singer Furniture Store**

Cashier (Contract Basis)

January 2002- December 2002

Job entails taking payments of cash for cash and linx purchases, also balancing cash & linx sales at the end of the day, making sure all Purchases and Cash Reports and Checks are balance properly.

**K.F.C.**

Cashier / Telephone Operator

January 2001 – December 2001

**References**

Ms. Joselle Savary

652-2774 / 335-4155

Ms. Kimberly Ghany

739-3882

Mr. Shayne Joseph

470-0582

Ms. Ayanna Clark

746-9640

**RESUME**

**The Human Resource Manager.**

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Dear Sir / Madam,

My name is Ms. Karen Waldron and I would like to apply for the Customer Service Representative or any other available Position you may find me suitable for within your organization. I have over 10 years work experience and I have attached a detailed resume with my qualifications and work experience.

Upon you reviewing my resume I can be contacted at your earliest convenience at 491-2508 / 286-4861 to answer any further questions you may have.

Thanking you in advance for your kindness corporation.

Yours Respectfully

***Ms. Karen Waldron***

**RESUME**