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|  | Jaraine Toney  14 Cunningham Street, Ste Madeline, San Fernando.| april.tonii@gmail.com | 18683840544 |
| **Objective** | To be apart of a dynamic organization and to use my customer service to improve customer satisfaction. |
| **Skills & Abilities** | Leadership, Teamwork, Creative, Professional, Caring, Compassionate. |
| **Experience** | **prestige Holdings limited**  2010-2011   * Customer service representative   **Clerical assistant Ojt** Petrotrin  2011- 2013   * Entering data into a computer * Filing records * Sending and receiving faxes * Answering telephone calls * Relaying messages   **ACCOunTS CLERK** PARLIAMENT  2013- 2013   * Preparing and maintaining accounting documents and records * Preparing bank deposits * Filing records * Answering Telephone calls |
| **Education** | **school of Nursing, San Fernando 2017**  Trained as a Student Nurse for four (4) years at the San Fernando General Hospital where I attained my Certificate in General Nursing.  **Preysal Secondary School 2010**  Attained 6 CXC passes.   * Mathematics * English * Chemistry * Physics * Information Technology * Biology |
| **Hobbies** | I am a member of the St Thomas Anglican Youth Choir.  Reading. Swimming. Hiking. |
| **References** | Richard Jacob  18687729732  Priest  Alister Redhead  18682962803  Police Officer  Anderson La Barrie  18686866931  Teacher |