**Kayla Horne**

LP#76, Hillview Road, Upper Sixth Avenue, Barataria.

Cell-385-9196 Home-675-3623

kaylahorne91@yahoo.com

Date of birth: 29/03/1999

Professional Summary

I am very ambitious, energetic and driven person who has developed a responsible and mature approach to any task assigned to me. I am a recent secondary school graduate with very little work experience but I can assure you that I am motivated, intelligent and enthusiastic and given the opportunity I will not disappoint. I participated in extracurricular activities such the Heroes Foundation and the student council where I exceled while maintaining my grades. I am well rounded as I also attend church weekly where I am a part of a youth group to maintain a balance in my life and relieve the stress and pressures that result from other activities in my life. In conclusion, I am a energetic, ambitious, driven and hardworking individual and I would be a valuable addition to any organisation.

Skills

* Quick and creative problem solver Service-oriented
* Natural leader Strong work ethic
* Passion for customer satisfaction Computer Literate
* High energy Flexible schedule capability
* Quick learner Exceptional communication skills

Work History

July 2015- September 2015, Cashier and Sales Clerk

S.Chang Variety Store, Charlotte Street, Port-of-Spain

* Assisted customers in selecting items based on needs.
* Assisted on sales floor as needed to maintain service standards.
* Maintained knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.
* Completed all cleaning, stocking and organizing tasks in assigned sales area.
* Greeted customers in a timely fashion while quickly determining their needs.

July 2016- September 2016, Cashier

Horizon, Bharath Street, Tunapuna.

December 2016- February 2017, Store Clerk

Featheration Motif, Corner Bornes Road and Quamina Street, St. James

Education

St. François Girls’ College, St. François Valley Road, Belmont. 2010-2015

Subjects Attained: Mathematics -Grade 2

English - Grade 1

English Literature – Grade 2

History- Grade 2

Integrated Science – Grade 2

French – Grade 2

Principle of Accounts – Grade 1

Principles of Business – Grade 1

St. Anthony’s College, Morne Coco Road, Westmoorings. 2015-2017

Cape Unit 1 Subjects: Sociology- Grade 3

Communication Studies- Grade 2

Accounting- Grade 2

Management of Business- Grade 1

References

Laurice Phillips, Lecturer. Cell: 492-0423

Godwin Eli, Army Officer. Cell: 298-0579

Kapri Gustav, Teacher. Cell: 326-9689