***Karifa Richards***

*#31 Alexis Street Morvant, Port of Spain.  
#28 Calvary Hill, Arima.*

*Home Phone (868) 233-3747~ Cell (868)364-1287*

*Email:karifa.richards17@gmail.com*

**Career Objectives:**

- To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

- To obtain a full-time position as a Cashier, also being able to move up the ladder achieving greater opportunities.

- To eventually become a Philanthropist and continuing with my studies.

**Education history:**

**Success Laventille Secondary School**

Passes at CXC, General Proficiency:

-       English III

-       Integrated Science III

* Social Studies III
* Principles of Business III
* Electronic Document Preparation ManagementII

**Polythenic Sixth Form Government School** Passes at Cape, General Proficiency:

* Communication Studies V
* Caribbean Studies III
* Economics IV
* Management of Business IV
* Entrepreneurship IV

**Skills and Abilities**

* Communications Skills (listening, verbal, written)
* Analytical/Research Skills
* Computer/Technical Literacy
* Flexibility/Adaptability/Managing Multiple Priorities
* Leadership/Management Skills
* Planning/Organizing
* Problem-Solving/Reasoning/Creativity
* Self-Motivated/Ability to Work with Little or No Supervision
* Willingness to Learn

**Training Programmed (CVQ – Caribbean Vocational Qualification)**

**Multi-Sector Skills Training Programmed (M.U.S.T) –** Office Administration/Front Desk

**Work Experience:**

**Ministry of works (September 2015- February 2016)**

* Administrative Assistant (Trainee)

**Coblentz Inn Boutique Hotel (June 2016 – June 2017)**

-       Front Desk/ Receptionist and Restaurant (waitress)

**Hobbies and interests:**

* Netball **– (**Fire Service Netball Team)
* Singing and Dancing (in church)
* Competitive Jump Rope
* Dragon Boat (Manta Rays Dragon Boat Club)
* Voluntary work

**References:**

Glenda Reid Austin Anthony Frederick Terrence Gumbs

Fire Officer Teacher Pastor

689-8657 730-5995 730-1135