**OBJECTIVE:** I am seeking an entry-level position where strong analytical skills and the ability to apply creative thinking and strong interpersonal skills are desired competencies.

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| **EDUCATION:** |

Currently pursuing an Associate of Business Executives Level 4 Business Management Diploma at the School of Business and Computer Sciences in the following modules:

**Institution and Modules Studied Grades Received**

* 2016-2017 School of Business and Computer Sciences

Introduction to Quantitative Methods A Introduction to Business Communication B Introduction to Business Currently Pursuing Introduction to Accounts Currently Pursuing

* 2012-2016 NorthGate College- Caribbean Examination Council. Obtained 7 O' Level Passes
* 2011-2012 Forde College
* 2009-2011 San Juan North Secondary

**EXPERIENCE:**

**Time Period and Duties Organisation**

2015 October-December J.K Quality services Part time Server/Waitress for HYATT Regency Banquet Department

* JOB DESCRIPTION: I was responsible for:
* serving/greeting guests
* Setting up/ down before/after events

2014 July-August Naipaul’s Xtra Foods Merchandiser

* JOB DESCRIPTION: I conducted:
* Restock and rotation of goods on the shelves.
* Assisting Customers.
* Packaging and weighing breadcrumbs.

2013 July-August Hands On Academy Prep School Summer Camp - Assistant Teacher

* JOB DESCRIPTION: I assisted the teachers with:
* The planning of activities
* Preparing children’s food/snacks

**SKILLS AND PERSONAL ACCOMPLISHMENTS**

* Past Leader of organising and planning sporting Activities at Forde’s College
* Certificate of participation in the TCIL Youth Financial Programme
* Certificate of participation in a Vocational football Club

**HOBBIES/INTERESTS**

* Past member of San Juan North Secondary netball team
* Former member of NorthGate’s Culinary Club
* Event planning
* Decorating

**REFERENCES**

* Andewele Soverall (Teacher) NorthGate College (868)-351-5784
* Jillisa Allan (Police Officer) (868)327-0898

* Joeanne Wilson (Medical Sales Representative) ROCHE (868)-786-7747