|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | ExperienceTeacher Assistant | Mar 2015 – Mar 2017 El Socorro Hindu ECCE Center Cashier | Part Time 2012 – 2016 Tru Value Supermarket Information Booth Officer |Jan 2015 – Mar 2015 Eric Williams Medical Sciences Complex Telephone Operator | Sep 2014 – Dec 2014 Eric Williams Medical Sciences Complex EducationUniversity of Michigan via Coursera | 2017 Web Design Specialization   |  |  | | --- | --- | | Cert. in Responsive Design | Cert. in JavaScript | | Cert. in CSS3 | Cert. in HTML5 |  Trinidad and Tobago Hospitality Institute | 2013 Certificate in Culinary Arts New Hope Ministry | 2013 Certificate in Computer Literacy  Microsoft Word, Microsoft Excel, Microsoft PowerPoint Malick Secondary School | 2012  |  |  | | --- | --- | | CXC, Home Management: II | CXC, Food & Nutrition: II | | CXC, English: III | CXC, Social Studies: III | | | |  | | --- | | ObjectiveDedicated administrative professional with excellent customer service skills and extensive knowledge of Microsoft Office, computer programming and design software. Interested in opportunities that will allow me to use my experience to help foster the growth of any business or company | | |  |  | | --- | --- | | Skills Responsive Web Design, JavaScript, CSS3, HTML5, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Problem Solving, Adaptability, Collaboration, Strong Work Ethic | | |  |  | | kurdeshalisaroberts@hotmail.com | 868.370.5030 | | | Volunteer ExperienceSous ChefDextique Catering | 2010 – 2015 | |